

# Faculty Handbook

## TABLE OF CONTENTS

### Preface

1. a. **Mission Statement**
- b. **Non-Discrimination and Equal Opportunity Employment**
- c. **Academic Freedom and Responsibility**
- d. **Dissent**
- e. **Honor Principle**
2. **Faculty Employment, Evaluation and Recruitment**
  - a. The Faculty
  - b. Conditions of Appointment
  - c. Tenure
  - d. Termination
  - e. Resignation
  - f. Retirement
  - g. Visiting Faculty
  - h. Faculty Evaluation
  - i. Reconsideration
  - j.
    - i. Salary Scale
    - ii. Ranks 64 and 65
    - iii. Salary to Teach a Single Course
  - k. Faculty Searches (*Reed faculty only, login required*)
  - l. Reappointment of Visiting Faculty (*Reed faculty only, login required*)
3. **Academic Duties**
  - a. The College Calendar
  - b. Faculty Activities
  - c. Absences by Faculty
  - d. Course Loads
  - e. Part-Time Leaves and Appointments
  - f. Emeritus Faculty
  - g. Endowed Chairs
4. **Faculty Development**
  - a. Sabbaticals and Leaves of Absence
  - b. Medical Benefits during Unpaid Research Leaves
  - c. **Travel**
    - i. Professional Travel
    - ii. Humanities Travel Program
  - d. **Faculty Development Funds**
    - i. Stillman Drake Fund
    - ii. Summer Scholarship Fund
  - e. Sabbatical Fellowship Award Research Expense Fund
  - f. Supplemental Awards
5. **Employee Benefits**
  - a. Summary of Benefits
  - b. Domestic Partners
  - c. Medical Leave

- d. Mandatory Medical Leave
- e. Faculty Parental Leave
- f. Employee Assistance Program (EAP)
- 6. Grievance Procedures
- 7. **Special Policies**
  - a. Discriminatory Harassment and Misconduct
  - b. Alcohol and Other Drug Policy
- 8. **Other Policy Statements**
  - a. Faculty Administrative Assistants
  - b. Student Records
  - c. Intellectual Property Rights
  - d. Research Misconduct Policy
  - e. Conflict of Interest Policies and Procedures
  - f. Use of Campus Facilities
  - g. Smoking Policy
  - h. Animals
  - i. Solicitation on Campus
  - j. Investment Responsibility
  - k. Visiting Scholars
  - l. Environmental Policy Statement
  - m. Background Checks
  - n. Principal Investigator Eligibility Policy
  - o. Photography and Videography Protocol
  - p. Faculty Requests for Work Accommodations
  - q. Higher than Typical Thesis Loads
  - r. Writing Course Releases into Grants

## **Preface**

This Handbook is a summary of policies and practices pertaining to faculty members at Reed College. It has been prepared by the Office of the Dean of the Faculty. It is composed exclusively of authoritative documents or document excerpts, including sections of the Faculty Constitution, By-Laws, and Rules of Procedures, individual items of faculty legislation, established policy statements from administrative offices, and the like. It contains no editorial material other than the selection and organization of the documents themselves.

Although we have tried to make the Faculty Handbook as complete as possible, many policies that govern faculty activities are not included. Among these are policies directed not to the faculty per se but to all members of the Reed community. Moreover, since the meaning of certain excerpts might depend on their larger contexts, it may be useful to consult the original sources wherever serious questions arise.

At several points, the Handbook refers to Oregon state law. Faculty members wishing to consult the statutes themselves may obtain copies from the Reed College Office of Human Resources.

## **I. A. MISSION STATEMENT**

*(Source: Approved by the Reed College Board of Trustees on June 22, 2008)*

### **The Mission of Reed College**

Reed College is an institution of higher education in the liberal arts devoted to the intrinsic value of intellectual pursuit and governed by the highest standards of scholarly practice, critical thought, and creativity. Its undergraduate program of study, leading to the degree of Bachelor of Arts, is demanding and intense and balances breadth of knowledge across the curriculum with depth of knowledge in a particular field of study. The goal of the Reed education is that students learn and demonstrate rigor and independence in their habits of thought, inquiry and expression.

### **The Reed Education**

1. The Reed education balances broad study in the various areas of human knowledge and a structured, in-depth study in an academic discipline through degree requirements established by the faculty.
2. The educational program's pedagogies are characterized by close interaction of students and faculty in an atmosphere of shared intellectual and scholarly concern and active learning. Small conference and laboratory classes are the norm, providing students the opportunity to demonstrate intellectual initiative and creative engagement.
3. College-wide distribution requirements provide a foundation for all students in the assumptions, basic theoretical frameworks, techniques, and current literature of a range of academic disciplines, both humanistic and scientific.
4. The program in a student's major area of study is an intensive examination of the objects, literature, theoretical concerns, and research models characteristic of an academic discipline. Among the requirements for the major are successful performance on a junior qualifying examination, completion of a yearlong senior thesis based on original research or artistic expression, and a successful oral defense of the thesis before an interdisciplinary faculty board.
5. The Reed education is distinguished by a yearlong interdisciplinary Humanities course, required for every first-year student. The College further encourages interdisciplinary study through upper-division Humanities courses, as well as established interdisciplinary majors representing areas of research and scholarship that span traditional disciplines.
6. To ensure the highest quality education for its students, the College supports and encourages scholarly research by the faculty and the application of such scholarship throughout the teaching program.

### **Operating Principles of Reed College**

1. The educational mission of the College requires the freest exchange and most open discussion of ideas. The use of censorship or intimidation is intolerable in such a community.
2. All members of the College community, including students, faculty, and staff, are governed by an honor principle, which emphasizes personal responsibility and mutual respect in the conduct of one's affairs.

3. Because the College fosters and defends academic freedom, it avoids taking positions on political issues that do not directly affect the fulfillment of its educational mission.
4. The College has no religious affiliation and maintains neutrality regarding religions and religious practices.
5. Any post-baccalaureate educational program that the College chooses to offer must be consistent with and supportive of the College's central educational mission.
6. Reed is by design a small college that values opportunities for in-depth and sustained academic exploration and the development of close professional relationships among students, faculty, and staff.
7. The activities of the staff are essential to the well-being of the institution, and, in areas related to the educational program, the staff supports and advances the pursuit of the College's academic goals.
8. Students are not divided by academic ability or promise, and there are neither "honors" degrees nor other such programs.
9. Each student works with a faculty advisor, who helps plan a course of study that is consistent with the student's academic goals and that meets the distribution and major requirements. Faculty advisors also provide evaluation and advice related to the student's performance.
10. Instructors provide students with frequent and substantive evaluation of their performance in order to promote student intellectual growth. Although grades are recorded for all classes, they are not routinely reported to students.
11. The affairs of the College are conducted under constitutional government that accords primary governing responsibility to faculty, students, and staff within their appropriate spheres, and encourages collaboration and cooperation among all constituents in the development of policies of general concern. Matters concerning the curriculum are ultimately decided by the faculty.
12. Reed is a residential college that provides on-campus housing in small residential communities for a majority of its students in order to sustain vibrant social and intellectual exchange outside of the classroom and laboratory.
13. The College believes that pursuit of its academic goals is advanced by actively seeking a student body, a faculty, and a staff that reflect a diversity of social, racial, and ethnic backgrounds.
14. The College seeks to attract and enroll students solely on the basis of their suitability for the academic program, and, to the degree possible, without regard to financial need or other disadvantages unconnected with academic performance or ability.
15. In service of its educational mission, the College provides a broad array of counseling and health-related programs, cultural events, extracurricular and community service activities, and recreational sports to support the academic growth and physical and emotional health of its students.

## **I. B. NON-DISCRIMINATION AND EQUAL OPPORTUNITY EMPLOYMENT**

*(Source: Revised July 2015, Office of the President)*

Reed does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, marital status, veteran status, genetic information, physical or mental disability, family relationship, or on the basis of any other category protected by law. Reed does not consider any of the above attributes in administration of its employment policies, educational policies, admissions policies, scholarship and loan program, and athletic and other school-administered programs. In its policies and actions, Reed will comply with its obligations under state and federal law including Title VI and Title VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), the Uniformed Services Employment and Reemployment Rights Act (USERRA), Oregon Revised Statutes, and any other applicable law. Inquiries on the application of Title VI, Title IX, the ADA, and Section 504, may be made to Christopher Toutain, Reed College, or to the Office for Civil Rights.

The college maintains a strict policy that prohibits harassment in any form prohibited by law. The selection of new faculty members, and subsequent evaluations, are based upon individual merit and not upon race, color, religion, sex, sexual orientation, national origin, requesting or taking leave protected by law, age, disability, marital status, family relationship, gender identity, association with anyone in a protected class, application for workers compensation benefits, opposition to safety/health hazards, expunged juvenile record, service in uniformed service, genetic history, aiding in a civil or criminal proceeding, good faith reporting of information that the employee believes is evidence of a violation of a state or federal law, or any other unlawful basis, nor upon political beliefs.

## **I. C. ACADEMIC FREEDOM AND RESPONSIBILITY**

*(Source: Faculty Constitution, Article V)*

**Section 1.** Each Faculty member has individual freedom of inquiry and expression in research, in publication, and in the teaching of his or her subjects and courses. Academic freedom and responsibility are here defined as the liberty and obligation to study, to investigate, and to discuss facts and ideas concerning all branches and fields of learning. No limitations on such freedom shall be imposed other than those required by generally accepted standards of responsible scholarship and research.

**Section 2.** When a Faculty member speaks, writes, or acts as a citizen, he or she shall be free from institutional censorship or discipline, and he or she should undertake to avoid any implication that he or she is speaking on behalf of the institution.

**Section 3.** No individual shall be excluded from initial appointments to academic rank, from continuation of appointments, or from academic tenure, nor shall any individual have his or her appointment terminated before the end of his or her stated term or have his or her academic tenure terminated because of his or her views or associations.

## **I. D. DISSENT**

*(Source: Adopted by the Community Senate and endorsed by the Faculty and the Board of Trustees in 1969. Reaffirmed by the Faculty in 1986. Amended by the Student Senate and endorsed by the Faculty in 2019)*

"Reed College considers the right of free speech, and therefore that of dissent to be fundamental to its life as an academic community. The exercise of the right of dissent is not something to be grudgingly tolerated, but actively encouraged. The boundaries to dissent stop at the point where the exercising of it, and the decisions accompanying the exercise, are denied to others. Accordingly, protests or demonstrations shall not be discouraged as long as neither force nor the credible threat of force is used, and so long as the orderly processes of the College are not deliberately obstructed. Physical obstruction, the credible threat, and use of force in the interest of dissent are things which cannot be tolerated in an academic community."

## **I. E. HONOR PRINCIPLE**

*(Source: 2011-12 Reed College Catalog)*

Since the college's founding, members of the Reed community have described the honor principle as one of the most important and distinctive features of the college. Its origins can be traced to the first class of Reed students, who "voted to relieve the faculty of the burden of enforcing honesty in ... tests, and agreed to make it a 'point of honor' not to cheat in examinations." In 1973 the faculty adopted a more explicit statement about the honor principle that reconfirmed the community's responsibility for "maintaining standards of honesty and mutual trust in their academic and social lives.... The honor principle also demands the respectful concern of each person for the other, and exercise of conscionable judgment in all actions toward individuals and their property." This statement continues, "Although the colleges does not call upon its members to sign a pledge of honor, it does recognize the necessity for tacit agreement of all its members to support the honor principle by governing their own conduct in accordance with its spirit, [and] by respecting regulations which the community has established."

The preamble to the current community constitution applies to all students, faculty members, and staff members. It states, "We declare our commitment to responsible and honorable conduct in academic and community affairs, and we reaffirm one another's rights to freedom of inquiry and expression in coursework, scholarship, and the day-to-day life of the Reed community. Since such freedom requires an atmosphere of trust and mutual confidence, we further declare that dishonesty, intimidation, harassment, exploitation, and the use or threat of force are incompatible with the preservation of this freedom."

An honor council composed of equal numbers of students and members of the faculty and staff is responsible for educating members of the Reed community about the meaning and importance of the Honor Principle. Members of the various subcommittees of the honor council provide advice to those seeking resolution of grievances. The mediation subcommittee of the honor council oversees the process of formal mediation, including the provision of neutral third-party mediators. The community rights subcommittee may bring honor cases on behalf of the community when the community's rights have been violated. A student judicial board has primary responsibility for adjudicating formal complaints against students.

## II. A. THE FACULTY

*(Source: Faculty Constitution, Article I, Section 1, amended at the March 11, 2013 meeting of the faculty)*

The Faculty of Reed College shall consist of academic members and administrative members as follows:

A. Academic members shall include:

Each member of the teaching or research staff who hold academic rank, including those on visiting appointments and those on sabbatical and leave but excluding emeritus faculty. "Academic rank" means the rank of Assistant Professor, Associate Professor, or Professor.

B. Administrative members shall include:

1. The President, Dean of the Faculty, Vice-Presidents, Librarian, Registrar, Chief Information Officer, Dean for Institutional Diversity and Dean of Admission.
2. Each member appointed to the faculty with the title of Assistant Director, Associate Director or Director, including those on "Acting" or "Visiting" appointments.
3. Administrative officers appointed to membership in the Faculty by the President with the approval of the Committee on Advancement and Tenure for one-year terms that shall not be extended except after discussion with the Faculty.

## II. B. CONDITIONS OF APPOINTMENT

*(Source: Rules of Procedure, B)*

**Section B-1.** The precise terms and conditions of every appointment or reappointment shall be stated in writing and be in possession of both the Faculty member and the College before the appointment is consummated. There are three types of appointment contracts, tenure track, tenured and visiting (as described in Article IV, Section 4 of the Faculty Constitution).

**Section B-5.** [Except for matters covered by Section B-3...] the College shall notify all Faculty members not later than May 15 of each year concerning their status for the next academic year, including rank and (unless unavoidable budgetary conditions forbid) prospective salary.

**Section B-6.** Objections to any decision affecting employment status pursuant to Article 6, Section 5 of the Faculty Constitution must be presented to the Committee on Advancement and Tenure within thirty days of the date of notification of the action. If the matter is not satisfactorily resolved within two weeks, an appeal to the Appeals and Review Committee may be initiated by written statement of intent.

## II. C. TENURE

*(Source: Faculty Constitution and Rules of Procedure)*

## Faculty Constitution: Article IV

**Section 3.** An academic member of the Faculty on regular appointment shall be notified whether or not he or she has been granted tenure at the end of his or her probationary period. The normal probationary period shall be six years of appointment (either tenure track or visiting) at Reed College at the rank of Assistant Professor of higher. The probationary period must include at least eight semesters of full-time teaching at Reed that have been completed prior to the semester in which CAT tenure evaluation occurs. If at least eight semesters of full-time teaching at Reed have not been completed prior to the semester in which the tenure evaluation is scheduled to occur, the probationary period will be extended-hence the tenure evaluation delayed-so as to permit the completion of the required number of semesters.

A. For faculty who, prior to joining the Reed faculty, have held a full-time teaching appointment at a college or university that awards a baccalaureate or higher degree, the normal probationary period may be reduced by one year, and the full-time teaching requirement reduced by two semesters for each year of prior full-time teaching, except that in no case will a tenure evaluation occur until the faculty member has completed at least four semesters of full-time teaching at Reed.

B. For faculty who have not held a previous full-time teaching appointment at a college or university that awards a baccalaureate or higher degree but who have held, at such a college or university, either one or more previous full-time full-year post-doctoral research appointments or one or more previous full-time full-year appointments involving a combination of teaching and post-doctoral research, the normal probationary period may be reduced by one year and the full-time teaching requirement reduced by two semesters.

C. For faculty who have held a previous full-time teaching appointment at a college or university that awards a baccalaureate or higher degree and have also held either one or more previous full-time full-year post-doctoral research appointments or one or more previous full-time full-year appointments involving a combination of teaching and post-doctoral research, the normal probationary period may be reduced by one year for each year of such full-time appointment, except that in no case will a tenure evaluation occur until the faculty member has completed (1) at least four semesters of full-time teaching at Reed if the previous experience includes two or more years of full-time teaching or (2) at least six semesters of full-time teaching at Reed if the previous experience includes one year of full-time teaching.

D. For faculty who have taught full time on visiting appointments at Reed for two or three years prior to beginning their tenure-track appointments, the normal probationary period of six years may be extended by one year. For faculty who have taught full time on visiting appointments at Reed for four or five years prior to beginning their tenure-track appointments, the normal probationary period of six years may be extended by up to two years.

E. The decision as to whether or not to reduce or extend the probationary period and the full-time teaching requirements in accordance with Sections A, B, C, or D must be communicated by the faculty member to the Dean of the



Faculty no later than during the semester immediately following the faculty member's first full evaluation as a tenure-track faculty member.

F. The normal probationary period of six years may be extended by one year for each parental leave that a faculty member requests and receives in accordance with college policy. In such cases, the decision as to whether or not to extend the probationary period must be communicated by the faculty member to the Dean of the Faculty as part of the formal leave request.

## **Rules of Procedure**

**Section B-4.** Once a Faculty member has acquired academic tenure, the presumption of both the Faculty and the College is for continuation of service from year to year in the absence of written notice to the contrary. The College will provide annually a statement of the salary established for the ensuing year and, as occasion requires, written notice of promotions and of other specific changes of terms, such as approval of leaves.

**Section B-7.** Normally, academic tenure will apply only to full-time academic members of the Faculty, but it may occasionally be desirable to accord it to personnel having additional employment outside the College. A Faculty member having academic tenure who reduces his or her employment at the College to a continuing part-time basis shall not necessarily lose his or her status of academic tenure as a result. All special cases involving part-time employment shall be accepted or rejected on their individual merits.

**Section B-8.** An individual on academic tenure will retain such status during official leaves of absence.

## **II. D. TERMINATION**

*(Source: Rules of Procedure and Faculty Constitution)*

### **Rules of Procedure, I:**

Proceedings for termination because of financial exigency shall be carried out as follows:

#### **Section I-1**

1. The existence and extent of a bona fide financial exigency shall first be discussed with the Faculty and all means of meeting the exigency shall be analyzed.
2. Only after consultation with the Committee on Academic Policy and Planning, the President or the Board of Trustees may carry out the termination.
3. The person terminated may, after receiving notice of termination, request a written statement from the President giving the reasons for his or her being selected for termination and may appeal the decision to the Appeals and Review Committee. In event of appeal, the person terminated may make such written or oral presentation as he or she desires and may present witnesses and other evidence in his or her behalf. He or she may be accompanied by an academic advisor or legal counsel of his or her own choosing or both.
4. The Board of Trustees shall fix the financial arrangements with respect to termination. In the case of tenured Faculty, the individual shall receive 12 months'

salary from the date of termination at his or her prevailing rate; however, the College and the individual shall use reasonable efforts to obtain another position for the individual and, if another position is obtained, the termination pay shall cease when pay from the new position begins.

### **Rules of Procedure, B:**

**Section B-2.** Notice that a tenure track appointment for a fixed term will not be renewed or extended shall be given to the Faculty member in writing as soon as such decision is made and, unless delay is caused by a bona fide emergency situation, shall also be in accordance with the following schedule:

1. If the individual has been a member of the Faculty for less than two years, as early as possible before the beginning of the Christmas recess of the last year of his or her appointment.
2. If the individual has been a member of the Faculty for two or more years, at least 12 months prior to the date of termination of his or her appointment.

### **Faculty Constitution, Article VI:**

**Section I.** Termination of the appointment of any academic Faculty member on academic tenure, or of any other academic Faculty member prior to the end of the term for which he or she was appointed, shall be only on the basis of:

1. Academic cause, which means service falling significantly below the standard which the College may reasonably expect of a person holding the academic rank attained, as such standard is defined according to the criteria set forth in Article III-2.
2. Physical or mental disability of such a nature as to produce academic cause as defined in paragraph A.
3. Personal conduct in flagrant conflict with the purposes of teaching and scholarship.
4. Bona fide financial exigency of the College.

**Section II.** The President and the Board of Trustees recognize the necessity for judgment by an academic Faculty member's colleagues prior to a decision on termination of appointment. Proceedings to terminate an appointment shall be governed by the Faculty Rules of Procedure.

## **II. E. RESIGNATION**

*(Source: Rules of Procedure, D)*

**Section D-1.** A Faculty member who contemplates resigning or is seriously negotiating other employment shall not delay informing the College of his or her intentions longer than is necessary to protect his or her rights and convenience in seeking employment.

**Section D-2.** A Faculty member who concludes a binding agreement to accept employment elsewhere is obligated to notify the College immediately.

**Section D-3.** Except in emergency situations, a Faculty member is under obligation not to submit a resignation less than six weeks before the end of spring semester to take

effect at the end of the academic year. If such a resignation is submitted, the College may refuse to accept the resignation and the Faculty member is obligated to conform to the College's decision.

## II. F. RETIREMENT

*(Source: Rules of Procedure, E)*

**Section E-1.** Faculty members whose appointment began prior to September 1, 2001, and who retire both after ten or more years as a member of the Faculty and at the age of fifty-five years or above attain, upon retirement, the title "emeritus" or "emerita" and become eligible for retiree benefits, as specified in written college policies concerning such benefits. Faculty members whose appointment began on or after September 1, 2001, and who retire both after twenty or more years as a member of the Faculty and at the age of fifty-five years or above attain, upon retirement, the title "emeritus" or "emerita" and become eligible for retiree benefits, as specified in written college policies concerning such benefits.

**Section E-2.** Emeritus members of the Faculty shall retain all normal faculty library privileges. Emeritus members of the Faculty shall retain e-mail accounts as long as they wish, and the College will make reasonable efforts to supply emeritus faculty with technical computing support and, where appropriate and necessary, with equipment, according to policies published in the Faculty Handbook. Where possible and desirable, according to mutual agreement among affected persons and departments, emeritus faculty may retain certain laboratory facilities and research privileges. Emeritus faculty may be principal investigators for research projects, and consonant with the efficient allocation of staff resources, are entitled to assistance in applying for external grants. In accordance with policies established by the Dean of the Faculty and published in the Faculty Handbook, emeritus faculty may be assigned office space and may receive secretarial support.

## II. G. VISITING FACULTY

*(Source: Faculty Constitution IV, Article 4)*

**Section 4.** A temporary academic faculty appointment, such as for sabbatical or leave replacements or for positions that are not funded beyond a fixed term, shall be designated as "visiting."

1. Appointments for visiting faculty members shall not be extended beyond full-time service for five years.
2. Faculty members on visiting appointments shall not be considered for tenure. Should a decision be made to change the visiting appointment to a regular appointment, provisions of [Section 3 and subsections A-D above] become applicable.

*(Source: Approved by CAT, October 6, 2015)*

Recognizing that the College must balance the best interests of its students with its commitment to filling long-term needs with tenure-track positions, CAT reaffirms these

principles, and clarifies that the five years shall be counted cumulatively over a faculty member's career and do not have to be consecutive. Moreover, the appointments need not be in the same department.

## II. H. FACULTY EVALUATION

*(Source: Resolution of the Faculty, April 11, 1994 and amended by the Faculty, April 12, 2010, December 3, 2012, and October 7, 2024)*

**Section II. H.1. Schedule for Evaluation:** Non-tenured, continuing members of the faculty will normally be evaluated by the Committee on Advancement and Tenure every two years in the Fall semester. For those faculty members on a tenure-track appointment, the tenure evaluation date will be set in accordance with the procedures described in the Faculty Constitution, Article IV, Section 3. Tenured members of the faculty will be evaluated by the Committee on Advancement and Tenure every four years in the Spring semester. For faculty members who have just received tenure, the first post-tenure evaluation will occur two years following the tenure decision.

**Section II. H.2. Evaluation Actions:** For non-tenured, continuing members of the faculty the evaluation will result in either reappointment or nonrenewal of appointment.

A single increase in rank normally accompanies reappointment. In the case of nonrenewal for a tenure-track appointment, a fixed-term appointment of one year will normally be granted.

For tenured members of the faculty the evaluation will result in either a single increase in rank, a double increase in rank awarded over consecutive years, or a hold at rank.

If the evaluation results in a single or a double increase in rank, an automatic single increase in rank will be given at the third year of the four-year evaluation cycle. If the evaluation results in the faculty member being held at rank, an automatic single increase in rank will still be given at the third year of the four-year evaluation cycle.

However, if at the subsequent evaluation the faculty member is once again held at rank, then she or he will also be held at rank at the third year of that four-year evaluation cycle. In this instance the faculty member or the Committee on Advancement and Tenure will have the option of requesting an additional evaluation at that third year. This evaluation could result in an increase in rank.

As outlined in the Faculty Handbook II.J, rank 63 is the normal top rank of the salary scale. There are two additional ranks in the scale, 64 and 65, but promotion into each of these ranks "should be limited to faculty members whose performance over the years has been unusually distinguished and whose recent performance has continued to be outstanding. Even in such cases, it is understood that advancement into these ranks should generally occur more slowly than normal merit increases." Once a faculty member has reached rank 63 there will be no automatic rank increase given at the middle year of the four-year evaluation cycle.

**Section II. H.3. Criteria and Standards for Evaluation:** Decisions about the performance of individual members of the Faculty are by necessity matters of judgment, as they are based on standards of performance that cannot be measured precisely. They result from the deliberations of the Committee on Advancement and Tenure and the President, conducted according to criteria and procedures approved by the Faculty (see below). Every faculty member is expected to submit a self-evaluation at each

review, assessing his/her own performance. In the absence of a self-evaluation, the Committee on Advancement and Tenure will proceed with an evaluation based on the written materials in the file; however, the faculty member will not be eligible for an increase in rank. The Dean of the Faculty discusses the results of the evaluation with the faculty member in a timely manner and conveys any suggestions, comments, or requirements decided upon by the Committee on Advancement and Tenure.

With each successive evaluation leading to the tenure decision, evidence of excellence and potential for continued development must be consistently or increasingly strong. Evidence for a positive tenure decision must be clear and convincing. Performance which may be described as good but not exceptional is not enough for a positive tenure decision. The granting of tenure requires a compelling affirmative case; it reflects outstanding achievement and the promise of continuing distinction throughout the candidate's academic career.

The criteria for appointment and evaluation of faculty are stated in Article IV of the Faculty Constitution:

**Section 1.** The mission of Reed College is to provide a serious and systematic program of undergraduate education in the liberal arts and sciences. Academic faculty at all ranks are appointed initially on the basis of their potential for outstanding contribution to this goal, based on the criteria of Article IV, Section 2. Academic faculty are evaluated for advancement (continuation of appointment, promotion in rank and salary, or granting of academic tenure) on the basis of demonstrated achievement and promise of continuing contribution to this goal, based on the criteria of Article IV, Section 2.

**Section 2.** The criteria for academic Faculty appointment and advancement are listed below, in rank order of importance. Demonstrated achievement in both teaching and scholarship as defined below is expected of all Reed faculty. Community service is a secondary consideration; high levels of achievement on this criterion alone are not sufficient for advancement. However, unsatisfactory community service can be sufficient for denial of advancement. All of the criteria below require performance conducted in a professional manner.

1. *Effectiveness of teaching*, including, as appropriate, conference leadership, lecturing, laboratory teaching, studio teaching, curriculum development, thesis advising and general academic advising.
2. *Scholarship*, defined as knowledge and understanding of, and active engagement with, the materials of one's discipline and, where appropriate, of related disciplines.
3. *Service* to the Reed community (and to external communities where relevant) through department and committee work, or through activity that fosters and enhances the quality of the intellectual community.

Candidates who have not completed the terminal degree in their field at the time of the tenure decision shall not normally be eligible for tenure.

Letters from colleagues provide important evidence regarding all of the above criteria. These letters are most useful when they contain evidence based on first hand knowledge of and experience with the candidate's work and when specific examples are provided. Indirect evidence may be useful when the sources of the information are indicated. Every faculty member is expected to participate conscientiously in the evaluation of his/her colleagues.

Effectiveness of teaching is judged by the Committee on Advancement and Tenure also on the basis of:

1. Syllabi, curriculum proposals and other materials relating to teaching, provided by the Faculty member whose work is being evaluated. When appropriate-and always at the time of the tenure review-such materials will be submitted by the Committee on Advancement and Tenure for external peer review and evaluation.
2. Systematic surveys of student judgments of their experiences with individual members of the faculty for every course taught for credit including conferences, lectures, seminars and labs, using instruments approved by the Faculty and administered by the Dean of the Faculty.
3. Systematic surveys, requested by the Dean of the Faculty, of all thesis advisees.
4. Letters received by the Office of the Dean of the Faculty from individual students.

Reed is an intellectual community in which scholarship enriches the curriculum and the intellectual life of the community at large. Within their field(s) of scholarly inquiry, Reed faculty are expected to engage in the production and dissemination of original work in public venues, some of which must be subject to independent expert evaluation. Public venues include (but are not limited to) refereed journal articles, monographs, performances, textbooks, conference proceedings, edited volumes, exhibitions, book chapters, registered datasets or code, patents, grant proposals and funded grants, and invited presentations. Expectations regarding the nature and quantity of such outcomes will vary from field to field, and CAT will rely on disciplinary norms (as articulated by professional associations, members of relevant departments and interdisciplinary programs, and external reviewers) in its assessments. In every case, a judgement of scholarly excellence requires evidence of significant and substantial contribution to their field(s).

Reed is a self-governing intellectual community, and every Faculty member is expected to contribute in some way to its enrichment. The most familiar forms of community service are participation in departmental and divisional work and participation on standing and special committees. The President and the Committee on Academic Policy and Planning are responsible for appointments to committees and for assuring that every member of the Faculty has sufficient opportunity to serve. The quality of contribution is judged on the basis of testimonials by colleagues and committee members and any written materials that contributed to the work of the department, division, or committee. Other forms of community service include participation in professional organizations and performance, exhibit, lectures or the organization of these and similar activities. Lectures, performance and exhibition are understood to be important components of scholarship as well.

## **II. I. RECONSIDERATION**

*(Source: Minutes of the Faculty, April 11, 2005; amended by the faculty on October 23, 2015)*

A faculty member may ask the Committee on Advancement and Tenure to reconsider any decision affecting his or her employment status, pursuant to Article VII, Section 5 of the Faculty Constitution. Seeking a reconsideration is a two-step process. First, the faculty member must submit a request for reconsideration, in writing, within thirty

days of the notification of the decision. Second, the faculty member must provide the Committee with a written statement indicating why he or she believes the original decision to have been in error. In preparing his or her statement the faculty member shall have the right to a copy of the file upon which the decision was based, along with a copy of the report to the President required by Article VII, Section 2 of the Faculty Constitution, with the following exceptions: letters in the file from faculty members and from external evaluators as well as qualitative (open-ended) course evaluation sheets and letters from both current and former students will be edited to remove identifying information (including name, title, institutional affiliation, and relationship to the candidate) contained either at the top of the evaluation form or letter or within and below the signature block of the evaluation form or letter. If the faculty member chooses to look at the file, all faculty members, external evaluators, and students who have contributed letters or open-ended course evaluation sheets to the file will be notified of this fact to the extent possible. The faculty member's written statement should be submitted either within thirty days after he or she has requested reconsideration or, in cases where the faculty member has also asked to have a copy of the file upon which the decision was made, within thirty days after having received that copy, whichever comes later. The statement may include requests for CAT to seek additional information, including new letters of evaluation from Reed faculty who may not have written letters for the original file or clarifying letters from Reed faculty who did write letters for the original file. The statement may also direct CAT's attention to, but should not include or be accompanied by, documents or other additional material not already contained in the original file.

On the basis of the faculty member's written statement, the Committee will decide whether it will reconsider the case. Reconsideration will occur only when there is, in CAT's view, a reason to believe that the original decision was significantly based on misconstrued, incomplete or faulty evidence. If the Committee chooses not to reconsider, it will indicate as much to the faculty member in writing. If it chooses to reconsider, it will describe in writing to the faculty member the form that the reconsideration will take.

Reconsideration shall involve a review of the original file, and may also involve requests by CAT for additional information from the faculty member and for amplifying letters of evaluation from faculty who already have letters in the file. Further, reconsideration may include, in the rare case, requests by CAT for letters of evaluation from faculty who did not write letters for the original file or a solicitation by CAT of letters of evaluation from all faculty members. However, no unsolicited materials will be accepted, and no new student letters or quantitative evaluations will be solicited or accepted. Once the reconsideration has been completed, the Committee will make a recommendation to the President. In all cases, the Committee will make every effort to ensure that the faculty member is informed of its decisions in a timely manner. Normally, a decision will be reached within 30 days after CAT has received all newly solicited material.

At any time during the process, the faculty member may initiate an appeal to the Appeals and Review Committee by written statement of intent. An appeal must be presented to the Appeals and Review Committee within 180 calendar days from the notification of the original decision. In the event of an appeal, the Committee on Advancement and Tenure shall submit a written statement on the case to the Appeals and Review Committee. The Appeals and Review Committee will decide if the procedures followed in the case by the Committee on Advancement and Tenure were fair and adequate and if the decision is supported by substantial evidence. The

Appeals and Review Committee will complete its review as expeditiously as possible but no later than two weeks following the first regularly scheduled Trustee meeting of the following semester. If an appeal is filed with the Appeals and Review Committee after commencement, the next semester shall be construed as the spring semester of the following year.

## II. J.1 SALARY SCALE

(Source: Office of the Vice President/Treasurer, June 2024)

### Professor

Rank	2024-25	2023-24	2022-23	2021-22	2020-21	2019-20	2018-19
65	174,475	169,395	164,460	159,670	156,540	156,540	154,225
64	168,275	163,375	158,615	153,995	150,975	150,975	148,745
63	162,315	157,585	152,995	148,540	145,625	145,625	143,475
62	156,555	151,995	147,570	143,270	140,460	140,460	138,385
61	151,015	146,615	142,345	138,200	135,490	135,490	133,490
60	145,675	141,430	137,310	133,310	130,695	130,695	128,765
59	140,535	136,440	132,465	128,605	126,085	126,085	124,220
58	135,650	131,700	127,865	124,140	121,705	121,705	119,905
57	130,900	127,085	123,385	119,790	117,440	117,440	115,705
56	126,320	122,640	119,070	115,600	113,335	113,335	111,660
55	121,950	118,400	114,950	111,600	109,410	109,410	107,795
54	117,690	114,260	110,930	107,700	105,590	105,590	104,030
53	113,645	110,335	107,120	104,000	101,960	101,960	100,455

### Associate Professor\*\*

Rank	2024-25	2023-24	2022-23	2021-22	2020-21	2019-20	2018-19
52	109,305	106,120	103,030	100,030	98,070	98,070	96,620
51	105,125	102,065	99,090	96,205	94,320	94,320	92,925
50	101,575	98,615	95,745	92,955	91,130	91,130	89,785
49	98,115	95,255	92,480	89,785	88,025	88,025	86,725
48B	94,425	91,675	89,005	86,415	84,720	84,720	83,470

### Assistant Professor\*

Rank	2024-25	2023-24	2022-23	2021-22	2020-21	2019-20	2018-19
48A	91,740	89,070	86,475	83,955	82,310	82,310	81,095
47	88,205	85,635	83,140	80,720	79,135	79,135	77,965
46	85,175	82,695	80,285	77,945	76,415	76,415	75,285
45	82,245	79,850	77,525	75,265	73,790	73,790	72,700
44	79,475	77,160	74,915	72,735	71,310	71,310	70,255



43            76,795    74,560    72,390    70,280    68,900    68,900    67,880

**Instructor**

<b>Rank</b>	<b>2024-25</b>	<b>2023-24</b>	<b>2022-23</b>	<b>2021-22</b>	<b>2020-21</b>	<b>2019-20</b>	<b>2018-19</b>
42	74,200	72,040	69,940	67,905	66,575	66,575	65,590
41	71,745	69,655	67,625	65,655	64,370	64,370	63,420

*\*In cases where a junior faculty member is at rank 48 or above, he or she shall carry the title of Assistant Professor unless he or she has completed six or more years of full-time service in a teaching position at a college or university that awards a baccalaureate or higher degree. The title of Associate Professor shall be conferred once the faculty member begins a tenured appointment, or has completed six such years of full-time service in a teaching position, whichever is sooner. These prescriptions do not affect the faculty member's rank. Approved by CAT 08/21/2015.*

The policy is being grandfathered in. It will apply to faculty who begin working at Reed in 2016 and beyond, but does not apply retroactively to faculty already working here (or already offered a contract).

\*\*CAT voted unanimously to eliminate ranks 52A and 52B and to replace both with 52. All ranked at 52 will be labeled "associate" professors. Approved 08/18/2017.

**II. J. 2 RANKS 64 AND 65**

*(Source: Minutes of the Committee on Advancement and Tenure, September 29, 1998, revised by the faculty on January 30, 2006)*

It is CAT's view that the normal top rank of the salary scale is step 63. CAT also recognizes, however, that in certain cases it may be appropriate to advance a very senior faculty member to step 64 and, perhaps eventually, to step 65. Such cases should be limited to faculty members whose performance over the years has been unusually distinguished and whose recent performance has continued to be outstanding. Even in such cases, it is understood that advancement into these ranks should generally occur more slowly than normal merit increases.

**II. J. 3. SALARY TO TEACH A SINGLE COURSE**

*(Source: CAPP minutes, November 14, 2011; CAT minutes, January 29, 2013)*

A person hired to teach a single course shall be paid 0.2 of their rank as determined by the CAT. This will only apply to appointments made to staff regular faculty lines or over-enrollment lines. All other appointments to teach a single course, including emeritus appointments, shall be paid 0.11 of their rank at the time of retirement or as determined by the CAT.

### III. B. FACULTY ACTIVITIES

*(Source: Rules of Procedure, A)*

**Section A-1.** In principle, the College encourages Faculty research and participation in professional, educational, and public activities beyond the classroom, and it is the responsibility of the Faculty member to determine that such activities do not interfere with the fulfillment of his or her other obligations to the College.

**Section A-2.** The Faculty member is obligated to keep the College informed of major outside commitments to teaching, lecture programs, consulting activities, and other employment and to discuss in advance with the Dean of the Faculty any such commitments which involve the use of College facilities or significant amounts of Faculty time.

**Section A-3.** No formal application shall be finally submitted for a research grant or other grant that is to be administered by the College except after approval by the President.

### III. C. ABSENCES BY FACULTY

*(Source: Rules of Procedure, A)*

**Section A-1.** In principle, the College encourages Faculty research and participation in professional, educational, and public activities beyond the classroom, and it is the responsibility of the Faculty member to determine that such activities do not interfere with the fulfillment of his or her other obligations to the College.

**Section A-2.** The Faculty member is obligated to keep the College informed of major outside commitments to teaching, lecture programs, consulting activities, and other employment and to discuss in advance any with the Dean of the Faculty such commitments which involve the use of College facilities or significant amounts of Faculty time.

### III. D. COURSE LOADS

*(Source: CAPP minutes, April 10, 2000, April 26, 2004 and December 8, 2014)*

The normal course load for Reed College faculty is five semester courses per year or the equivalent. Generally, any semester course that carries one Reed unit of credit is considered a single semester course. Each semester of Humanities 110 is understood to count as 1.5 courses. CAPP is also broadly concerned to encourage conference or laboratory teaching, except where other kinds of teaching are more appropriate. For this reason, a single course in one semester that is taught in two separate conferences because of large enrollments may count as two courses. Variations from the five-course model may be possible, but need to be approved by CAPP in light of the best interests of the academic program. CAPP understands, further, that the good health of the academic program or considerations of equivalency may require that departments currently having six-course loads maintain such loads for the foreseeable future.

Departments may request that course loads for first-year tenure-track faculty be reduced by one course. Any such request must be accompanied by a statement from the department regarding curricular implications. Faculty who wish to come up for tenure after four semesters of full-time teaching may not take a course reduction. In cases where reduced course loads have been approved for first-year tenure-track faculty, each such faculty member will be expected to assume a normal load of committee assignments, as determined by CAPP.

For faculty who are teaching half-time in a particular year-either because of a sabbatical, paid leave, family or parental leave, or unpaid leave-it is expected that their course load during that year will be no less than two and one-half courses or the equivalent. Alternative arrangements-perhaps involving a balance of course-loads over a number of sabbatical- or leave-affected years-will be considered by CAPP on a case-by-case basis and in light of implications for the quality of the academic program.

### III. E. PART-TIME LEAVES AND APPOINTMENTS

*(Source: Minutes of the Faculty, November 25, 1996; amended by the Faculty July 16, 2023)*

Reed College is committed to excellence in undergraduate education. Although in general faculty on full-time appointments best achieves this, there are circumstances in which part-time appointments are necessary or appropriate. When asked to authorize part time appointments, CAPP will consult with affected departments and programs so as to minimize disruption to students, curriculum, and colleagues, and to avoid situations that have the potential of exploiting the appointee. A statement must accompany the request for leave from the department responding to the request and stating how the required coursework and advising will be covered. With this in mind, CAPP has adopted the following guidelines:

1. **Part-Time Leave for Regular Faculty.**<sup>1</sup> Note that full-time leave for one semester or more is covered by other College documents, and is not at issue here. Requests for part-time leave will be considered under the following circumstances:
  - a. **Leave consistent with the Family and Medical Leave Act, the Oregon Family Leave Act, and/or Paid Leave Oregon**  
Faculty members granted part-time leave under categories 1-3 are eligible under some circumstances for remuneration; further details are available from the Dean of the Faculty and Human Resources.
    - i. **Medical.** A faculty member experiencing temporary or chronic medical problems may apply for part-time status. Consistent with the requirements of doctor/patient confidentiality, the faculty member must assure CAPP both that the condition is serious enough to warrant this remedy and that it is not so debilitating as to compromise performance at the reduced level. Such leaves will be granted for a fixed term only, but may be renewed, when appropriate, in the case of chronic illness.
    - ii. **Pregnancy.** Pregnant faculty members may request part-time status for one semester or in some cases a full year, in conjunction with their legally-required leave entitlements following the birth of a child.

- iii. **Parental.** Faculty members with young children may request part-time leave for purposes of child care. Such leaves will be granted for a fixed term, but may be renewed when appropriate.
- iv. **Family.** Faculty with elderly parents or other family members—including spouse-equivalents—requiring special care may request part-time status and/or leaves of absence under OFLA, FMLA, and Paid Leave Oregon (effective September 3, 2023). Such leaves will be granted for a fixed term only (typically one semester), but may be renewed when appropriate.

b. **Pre-Retirement Leave**

In the years immediately preceding a scheduled retirement, a faculty member may request part-time status. This is particularly appropriate in cases where it permits the early appointment of a replacement, affording a period of overlap with maximum curricular continuity.

c. **Professional Leave**

Faculty members may request part-time leave for research or other professional activities. Such leave may be requested for one or both semesters in an academic year. The faculty member requesting part-time professional leave must demonstrate that the project is of clear professional benefit to the individual and to the College. The leave must be of fixed duration; salary and benefits will be subject to negotiation with the Dean. Part-time leaves for administrative service to the College will be considered under the same conditions as Professional leaves.

2. **Part-time Faculty Appointments**

a. **Temporary Part-Time Faculty.**

Requests for special temporary faculty appointments will be considered under the following circumstances (note that items 1 through 3 fall *outside* the affected department's normal FTE allotment, whereas 4 and 5 come *within* that allotment):

- i. **Unanticipated Overenrollments.** Departments are expected to plan ahead, and to make internal staffing adjustments in the face of short term overenrollments. Part-time appointments for this purpose are strongly discouraged, and will be considered only when no other reasonable remedy such as class capping, replication, or temporary overloads is available. In particular, departments seeking such relief must demonstrate that no other department member is in a position to alleviate the problem. Such emergency appointments will be of limited duration, and never for more than one academic year. Chronic over-enrollments will not be covered by temporary part-time appointments; for these, long-term staffing solutions are more desirable.
- ii. **Post-Retirement.** The Faculty Constitution (Article IV, Section 8) provides that "Upon recommendation of the President, the Board may appoint a retired Faculty member for a limited period to perform limited duties, normally not full time, on special salary arrangements." (Further specifications appear in the Rules of Procedure, Section E, items 2 and 3, and in footnote 2 of this document.)
- iii. **Extraordinary Opportunity.** In rare circumstances an extraordinary opportunity may arise to enrich the College's academic program by a special part-time appointment, or by authorizing an individual who is not a member of the regular faculty to teach a course. Both CAPP and CAT must approve any such arrangement.

- iv. **Staffing Emergency.** In the case of death, resignation, or unanticipated leave, where a normal search and regular replacement is impossible, a temporary part-time appointment to fill the vacancy may be considered. Such emergency appointments will be of limited duration, and never for more than one academic year.
  - b. **Long-Term Fractional Appointments.** In rare cases, because of unusual disciplinary requirements or enrollment patterns that do not justify a full-time appointment, a department's regular FTE allotment may include long-term fractional appointments. Such cases must be approved by CAPP, the Dean of the Faculty, and the President.
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## NOTES:

<sup>1</sup> The effect of part-time status on tenure is governed by Section B-7 of the Rules of Procedure: "Normally, academic tenure will apply only to full-time academic members of the Faculty, but it may occasionally be desirable to accord it to personnel having additional employment outside the College. A Faculty member having academic tenure who reduces his or her employment at the College to a continuing part-time basis shall not necessarily lose his or her status of academic tenure as a result. All special cases involving part-time employment shall be accepted or rejected on their individual merits."

<sup>2</sup> Per-course compensation for "emeritus faculty and faculty hired to fill sudden vacancies because of medical or parental leaves" was established by CAPP in June of 1993 (pursuant to a recommendation from the CAPP Budget Advisory Subcommittee dated 6/9/93) at "1/9 the starting salary for a new assistant professor"-or, more generally, at 1/9 the salary for a full-time faculty member at the appropriate rank. (For emeriti this means 1/9 the regular salary at the rank held at the time of retirement.) Temporary part-time faculty receive no extra compensation for thesis advising. These policies govern normal compensation under items 1-4, but leave to the Dean of the Faculty some discretion in handling special cases.

## III. F. EMERITUS FACULTY

*(Source: Rules of Procedure and Faculty Constitution)*

### Rules of Procedure, E

**Section E-1.** Faculty members whose appointment began prior to September 1, 2001 and who retire both after ten or more years as a member of the Faculty and at the age of fifty-five years or above attain, upon retirement, the title "emeritus" or "emerita" and become eligible for retiree benefits, as specified in written college policies concerning such benefits. Faculty members whose appointment began on or after September 1, 2001 and who retire both after twenty or more years as a member of the Faculty and at the age of fifty-five years or above attain, upon retirement, the title "emeritus" or "emerita" and become eligible for retiree benefits, as specified in written college policies concerning such benefits.

**The following policy was approved by CAPP and CAT, February 2009.**

CAPP welcomes proposals from departments for courses to be taught by emeritus faculty. All such proposals will be evaluated on a case-by-case basis in the light of established curricular needs and expected curricular benefits. It is unlikely that more than four such courses will be approved in any given academic year; approval of more than four courses would require extraordinary curricular justifications. Proposals should be submitted to the Dean of the Faculty no later than the last day of classes before Spring break of the academic year prior to the year in which the courses would be taught. All proposals must also be approved by CAT. In each case, they must be accompanied by a self-evaluation from the emeritus faculty member. Such evaluations should address the three standard areas of faculty evaluation: teaching, scholarship and service. (The College recognizes that opportunities for emeritus faculty formally to serve the Reed community may be extremely limited. But as always, the College is also interested in broader areas of service, e.g., involving scholarly societies or other relevant professional groups.) It is expected that emeritus faculty who teach courses will distribute to students the standard evaluation forms and, as with any other course, provide students an opportunity to complete those forms.

### III. G. ENDOWED CHAIRS

*(Source: Dean of the Faculty, June, 2023)*

Endowed Chairs are awarded by CAT consistent with the Memorandum of Understanding under which each Endowed Chair was created. In awarding these Chairs, CAT considers both length of service to the college and the criteria for faculty appointment and advancement specified in Article IV of the Faculty Constitution, namely teaching, scholarship and service to the Reed community (and to external communities where relevant). Endowed Chairs can only be held by tenured members of the faculty. An Endowed Chair may be left unoccupied. On retirement the holder of an Endowed Chair may continue to use the title of the chair, should he or she so wish, so long as “Emeritus” is added to the end of the title; the Endowed Chair itself can be awarded to another member of the faculty.

Amgen-Perlmutter Professor of Biology	Jay Mellies
Reginald F. Arragon Professor of German and Humanities	Jan Mieszkowski
James A. Borders Professor of Physics	Joel Franklin
David W. Brauer Professor of Physics	Lucas Illing
Stanley H. Cohn Professor of Economics	Noelwah Netusil
Richard E. Crandall Professor of Computer Science	James D. Fix
Elizabeth C. Ducey Professor of Asian Studies and Humanities	Charlene Makley
David Eddings Professor of English and Humanities	Nathalia King
Robert H. and Blanche Day Ellis Professor of Political Science and Humanities	Peter J. Steinberger

Thomas Lamb Eliot Professor of Religion and Humanities	Kambiz GhaneaBassiri
Margret Geselbracht Professor of Chemistry	Mir Bowring
Jane Neuberger Goodsell Professor of Art History and Humanities	Kris Cohen
Daniel B. Greenberg Professor of Political Science and Environmental Studies	Chris Koski
Ruth C. Greenberg Professor of American Indian Studies	Not at present held
F.L. Griffin Professor of Mathematics	David Perkinson
George Hay Professor of Economics	Jon Rork
Omar and Althea Hoskins Professor of Greek, Latin, and Ancient Mediterranean Studies and Humanities	Ellen Millender
Kenan Professor of English and Humanities	Laura Leibman
A.A. Knowlton Professor of Physics	Alison Crocker
Ronald A. Laing Professor of Biology	Kara Cerveny
Dr. Lester B. Lave Professor of Economics	Denise Hare
Patricia and Clifford Lunneborg Professor of Psychology	Kathy Oleson
John D. and Catherine T. MacArthur Professor of French and Humanities	Ann Delehanty
Judy Masee Professor of Dance	Carla Mann
Thormund A. Miller & Walter Mintz Professor of Economics	Not at present held
Walter Mintz Professor of Greek, Latin, and Ancient Mediterranean Studies and Humanities	Nigel J. Nicholson
Roger M. Perlmutter Professor of Biology	Suzy Renn
Cornelia Marvin Pierce Professor of History and Humanities	Jacqueline Dirks
Katharine Piggott Professor of Mathematics	James Pommersheim
John C. Pock Professor of Sociology	Marc Schneiberg
Laurens N. Ruben Professor of Biology	Keith Karoly
Richard F. Scholz Professor of History and Humanities	David Garrett
Arthur F. Scott Professor of Chemistry	Kelly Chacón
Joshua C. Taylor Professor of Art History and Humanities	Dana E. Katz

Moe and Izetta Tonkon Professor of Judaic Studies and Humanities	Steven M. Wasserstrom
Howard Vollum Professor of Biology	Sarah Schaack
R.P. Wollenberg Professor of Music	Mark Burford
John B. & Elizabeth M. Yeon Professor of Spanish and Humanities	Elizabeth Drumm

## IV. A. SABBATICALS AND LEAVES OF ABSENCE

*(Source: Rules of Procedure, C)*

**Section C-1.** Effective classroom teaching at Reed demands a serious, active engagement with the scholarly materials of one's field. The purpose of a sabbatical leave is to encourage scholarship, research and/or creative endeavor so as to maintain and enhance the intellectual quality of the faculty and to help ensure thereby the highest quality teaching. A sabbatical leave is defined as one semester or one year of Reed College employment at full pay, without teaching or administrative responsibilities and devoted to independent inquiry and/or creative endeavor. (For the purposes of Section C the term "sabbatical leave of one semester at full pay" shall be interpreted to include sabbatical leave of one year at half pay.)

**Section C-2.** Requests for sabbatical leave must be approved by the President upon recommendation of the Committee on Academic Planning and Policy. All such requests should include a description of the research or other professional activity to be pursued during the sabbatical period. Requests should also be accompanied by a statement from the faculty member's department - and from the relevant Humanities staff and/or interdisciplinary program, where appropriate - regarding the curricular impact of the proposed sabbatical leave.

**Section C-3.** For faculty members on academic tenure, eligibility for sabbatical leave is earned after every twelve semesters - consecutive or otherwise - of full-time teaching at the College (except in unusual cases as described in Section C-4 and Section C-7). Semesters of part-time teaching will accumulate on a pro-rated basis. Faculty members on academic tenure whose probationary period was three or four years of full-time teaching at Reed because of full-time teaching experience prior to joining the Reed faculty and who did not enjoy sabbatical leaves at their previous institutions may request that some or all of the prior full-time teaching experience accrue toward eligibility for the first post-tenure sabbatical leave. Such requests may be made at or after the time of appointment, and will be considered on a case-by-case basis by the President in consultation with CAPP. For untenured tenure-track faculty who take a one-semester sabbatical leave at full pay under the provisions of Section C-5, that semester will count as one of the twelve semesters required for subsequent sabbatical eligibility. Semesters of unpaid leave taken by untenured tenure-track faculty will not count as one of the twelve semesters required for subsequent sabbatical eligibility.

**Section C-4.** In unusual circumstances, a sabbatical period may occur earlier or later than the normally scheduled semester or year of eligibility (as described in Section C-3). Requests for early or late sabbatical leave must be based on clear and compelling reasons having to do with departmental or programmatic staffing or extraordinary scholarly opportunities, and must be endorsed by the relevant department and/or



program. Where an early sabbatical period occurs, the number of semesters of full-time teaching at the College required for subsequent sabbatical eligibility will increase equivalently. Where a late sabbatical period occurs, the number of semesters of full-time teaching at the College required for subsequent sabbatical eligibility will decrease equivalently. However, in all cases (except in unusual cases as described in Section C-7) at least eight semesters of full-time teaching at the College must intervene between consecutive sabbatical periods.

**Section C-5.** A one semester sabbatical leave at full pay (or a full year at half pay) will be awarded to all untenured tenure-track faculty whose probationary period is either five or six years of full-time teaching at Reed, who have earned the terminal degree in an appropriate field, and who submit proposals that are judged to be excellent by the Sabbatical Fellowship Awards Committee, as described in Section C-8. (For individuals who fall into this category except that their original proposals are not judged to be excellent, the Sabbatical Fellowship Awards Committee shall communicate its concerns to the faculty member and shall invite revised proposals for reconsideration in the same academic year.) Normally, untenured faculty will take their sabbatical leaves in the third or fourth year of the probationary period.

**Section C-6.** For tenured faculty members, sabbatical periods may be for one semester at full pay or one year at full pay. Eligibility to apply for a full year sabbatical at full pay will be determined by the President in consultation with CAPP, as described in Section C-2. Full year sabbatical leaves at full pay will be granted only on the basis of a research proposal submitted to the Sabbatical Fellowship Award Committee and judged excellent by that committee, as described in Section C-8. (For individuals who fall into this category except that their original proposals are not judged to be excellent, the Sabbatical Fellowship Award Committee shall communicate its concerns through the Dean of the Faculty, and shall invite revised proposals for reconsideration in the same academic year.) Further, the Sabbatical Fellowship Award Committee will consider and evaluate such research proposals from only those tenured faculty members who also successfully certify that they have either received significant support - which may or may not be faculty salary support - for their projects from extramural funding entities recognized for supporting research or creative endeavor in the relevant field or are seeking such support for their projects from at least two such extramural funding entities. Typically, certification will be achieved by submitting to CAPP complete copies of the extramural grant applications (excluding confidential letters of recommendation that the extramural funding entities may require). In cases where extramural grant proposals will be submitted only after the Sabbatical Fellowship Award Committee makes its decisions, those decisions will be provisional, pending subsequent submission of extramural proposals to CAPP and certification by CAPP. The Dean of the Faculty will annually provide a list of recognized funding entities, and will work closely with CAPP and individual departments to ensure that the list is appropriately inclusive and up to date. In cases where it is unreasonable to expect the faculty member to apply for extramural grant support - for example, in disciplines where such support is entirely unavailable - the Dean of the Faculty will work closely with CAPP and the individual faculty member to find an approach that may successfully address the spirit of this requirement. CAPP will have the final decision as to whether a faculty member's extramural applications for support are sufficient - in terms of the type of support requested, the purposes for which the support are sought, and the relative standing of the extramural entity - to make the faculty member eligible to apply for a full year sabbatical at full pay. In the event that extramural grant applications submitted

to CAPP under this program are successful, the College's financial support for the faculty member's sabbatical will in all cases be reduced by an amount equal to the total amount of support that the faculty member will receive from extramural entities for salary and benefits (excluding extramural funds explicitly designated for summer salary). However, all sabbatical-eligible faculty are entitled (subject to the provisions of Section C-2) to one semester of college-paid sabbatical regardless of extramural support. In the absence of a research proposal that the Sabbatical Fellowship Award Committee judges excellent, or if CAPP determines that the individual has failed to certify that he or she is seeking appropriate extramural support, the sabbatical period will in all cases be for one semester at full pay.

**Section C-7.** In unusual circumstances, the Sabbatical Fellowship Award Committee may consider a single proposal from a tenured faculty member for two non-consecutive semesters of sabbatical at full pay, the first of which would occur after six semesters of full-time teaching at the College and the second of which would occur during one of the subsequent semesters of the same sabbatical cycle for that faculty member. (This modifies Section C-3 and Section C-4.) Eligibility to apply for two non-consecutive semesters of sabbatical at full pay will be determined by the President in consultation with CAPP, as described in Section C-2. Such applications will be approved only on the basis of a research proposal submitted to the Sabbatical Fellowship Award Committee and judged excellent by that committee, as described in Section C-8, and only after a determination by the CAPP (1) that the proposal is based on considerations involving extraordinary and important research opportunities that require two non-consecutive semesters of sabbatical at full pay instead of one full year of sabbatical at full pay and (2) that such opportunities are sufficiently important to outweigh considerations of curricular and pedagogical continuity that reflect the centrality of the College's teaching mission. Further, the Sabbatical Fellowship Award Committee will consider and evaluate such research proposals from only those tenured faculty members who successfully certify that they are also seeking to obtain financial support from extramural funding entities, following the same procedures, and subject to the same rules and limitations, described in Section C-6.

**Section C-8.** Untenured faculty who request a one semester sabbatical leave at full pay and who are eligible for this under Section C-5, and tenured faculty who request a full year sabbatical (or two non-consecutive semesters of sabbatical) at full pay and who are eligible for this under either Section C-6 or C-7, must submit a full research proposal to the Sabbatical Fellowship Award Committee. A full research proposal must include:

1. A completed cover page.
2. A brief (300 word) description of the project, intended for a non-specialists audience.
3. A detailed description of the relationship of the project (not to exceed 1500 words), comprising both a specific statement of the hypotheses to be tested, the questions to be answered, or the goals to be achieved and an account of the project's significance to the field, the curriculum, and the faculty member's intellectual and/or professional development.
4. A description of the relationship of this award to other possible sources of funding, and the total funding required to complete the project.
5. A curriculum vitae and a summary of outcomes of recent leaves or summer research projects.

6. Two letters of support. To the extent possible, letters should come from persons with expertise in the relevant field or area of specialization. At least one of these letters should come from outside of the institution.

The Sabbatical Fellowship Award Committee will be appointed by the President with the approval of CAPP and CAT. The committee will be composed of one representative from each division of the College. One member of the committee shall be designated Chair by the President with the approval of CAPP and CAT. Committee service will be for two year terms, staggered for purposes of continuity. Faculty members planning to apply in any given year for one semester sabbaticals under C-5 or for one year sabbaticals (or two non-consecutive semesters of sabbatical) under either C-6 or C-7 are not eligible to serve on the committee in that year.

**Section C-9.** Requests for unpaid leaves of absence may be granted by the President upon the recommendation of CAPP. All such requests should be accompanied by a statement from the faculty member's department -- and from the relevant Humanities staff and/or interdisciplinary program, where appropriate -- regarding the curricular impact of the proposed unpaid leave of absence. Requests for unpaid leave should be made in a timely fashion so that the College has a reasonable opportunity to secure a satisfactory replacement, if necessary.

**Section C-10.** A single continuous period of leave - composed of sabbatical and unpaid leave in any combination - shall not exceed four semesters except in extraordinary circumstances and in no event shall exceed six semesters. (This restriction does not apply to leaves covered by Section C-13 and/or C-14.)

**Section C-11.** Any single period of leave of either one semester or one year in duration, and in any combination of sabbatical and unpaid leave, must be both preceded and followed by at least four consecutive semesters of full-time teaching. Any single period of leave of either three or four semesters in duration, and in any combination of sabbatical and unpaid leave, must be both preceded and followed by at least six consecutive semesters of full-time teaching. Upon the recommendation of the Committee on Academic Planning and Policy, the President may grant exceptions to this rule. However, such exceptions will presuppose professional development opportunities of extraordinary benefit to the College and will be granted only when exigencies of scheduling are such that similar opportunities are unlikely to be available at another time. (The restrictions described in this Section do not apply to leaves covered by Section C-13 and/or C-14.)

**Section C-12.** After completing a sabbatical, the faculty member will summarize the activities undertaken as a written report to the Dean of the Faculty on achievements during a sabbatical, including copies of materials produced, publications, etc. The Dean of the Faculty will place a copy of this report in the faculty member's permanent evaluation file. The faculty member is expected to report on his or her research in a form suitable for dissemination to the Reed community (for example, as a colloquium or a published document).

**Section C-13.** In accordance with the requirements of ORS 659.630, parental leave will be granted upon the request of a faculty member. The faculty member shall provide written notice of the dates of intended parental leave. This notice must be received by the College at least 30 days before the anticipated date of birth or the date of physical custody of an adopted child under six years of age. In the event of premature birth, maternal incapacity due to birth rendering her unable to care of the child, or the

unanticipated taking of custody of an adopted child, the faculty member shall give the College notice of revised dates of parental leave within seven days after birth or taking custody. In order to reduce the impact on operations of the College, including staffing requirements and class offerings, informal notification should be provided as soon as is practical. Parental leave will be for 12 weeks in duration. Faculty will receive one-half of their contractual salary amount during the parental leave. In no event shall the parental leave extend beyond one year from the date of birth.

**Section C-14.** The College may require that a Faculty member accept a leave of absence for reasons of health, whether or not the individual requests such a leave, on the following conditions:

1. If the individual disagrees on the need for the leave, he or she may appeal to the Appeals and Review Committee.
2. A person required to take leave under this paragraph shall receive every benefit that would be available to a Faculty member who qualified for total disability benefits under any applicable disability plan maintained by the College.
3. A special leave of absence under this paragraph shall be reviewed at least once every two years.

## **IV. B. MEDICAL BENEFITS DURING UNPAID RESEARCH LEAVE**

*(Source: Approved by the faculty, November 2, 1998)*

All faculty on unpaid research leaves are eligible to apply for the continuation of full medical benefits during those leaves. The College will pay for such benefits using the Paid Leave Award budget, subject to the availability of funds in that budget. Faculty on unpaid personal leaves will not be eligible. Prior to applying, eligible faculty are obliged to determine if appropriate support for medical benefits can be obtained from other sources. The program will be administered by the Dean of the Faculty, in consultation with the Paid Leave Award Committee.

## **IV. C.1. PROFESSIONAL TRAVEL**

*(Source: Office of Dean of Faculty, July 2023)*

The College encourages faculty members to attend and participate in meetings of professional associations and societies of direct relevance to their teaching and research interests subject to the availability of funds. Whenever possible, faculty should avoid travel that conflicts with teaching, registration, exams, and senior orals. Unavoidably missed classes should be covered by a colleague or rescheduled. As soon as a traveler knows what conference he or she wishes to go to, the traveler should submit a travel request form.

### **Who is eligible:**

- Faculty on 50% or more time
- Faculty on sabbatical or leave

## **Details:**

- The Professional Travel fund is limited to \$3,000 per year per faculty member.
- Number of domestic and international trips per year subject to the availability of funds.
- Travel awards support attendance at a professional association meeting, or invitation to present a paper, serve as a discussant, or organizer of a meeting. (Please attach a copy of the invitation or acceptance letter to the request for travel funds.)
- Funding for international travel is decided on the basis of other travel requested or taken during the fiscal year and the cost of the trip. Airfare should be arranged immediately upon approval.

## **Expenses covered:**

- Lowest airfare point to point.
- Registration. The College pays the advance registration fee for a member.
- Lodging. The College pays the lowest available convention rate for a single room.
- Meals, parking, and ground transportation. The College provides \$69 per day (based on the number of nights lodging) for meals, parking, and ground transportation. Receipts are not required.
- No additional funds are available.

## **Approval process:**

- Complete a request for travel form (download [PDF](#) or [Word](#)), which is available from Lin Reedijk. Return to Lin. Reed works with Ellis Travel House, whose agents can book your ticket and charge it to the college. Agents to consult for domestic and international ticketing are John Ellis ([johne@ellisth.com](mailto:johne@ellisth.com)) and Natasha ([Natasha@ellisth.com](mailto:Natasha@ellisth.com)). Both can be reached at 503-671-9111. Once a travel request is approved and the ticket is booked, the college will not pay for changes in the itinerary.

## **Reimbursement process:**

- Submit to Lin your hotel and registration receipts (and an airfare receipt if you paid for the ticket yourself). Please attach a short cover memo identifying the total expected. Expenses in excess of the amount requested will not necessarily be reimbursed.
- Since the budget is cleared each fiscal year (July 1-June 30), there is no possibility of accumulating eligibility from one year to the next.

## **IV. C.2. HUMANITIES TRAVEL PROGRAM**

*(Source: Office of the Dean of Faculty, February 1, 2000; updated January 3, 2011, March 31, 2025)*

Teaching Humanities 110 can be enriched substantially by a first-hand acquaintance with the physical settings in which the cultures we teach flourished. With this principle in mind, the Humanities 110 faculty travel program is designed to give members of the Hum 110 staff an opportunity to visit geographical areas or locations that figure prominently in the Hum 110 syllabus, e.g., Greece, Mexico City, New York City. One or more grants will be offered each year, at the discretion of the Dean of the Faculty, to help defray the travel expenses of a single faculty member. The grants range from \$1500-3000, depending on travel itinerary and location.

The following guidelines apply:

1. Normally only tenured or tenure-track faculty are eligible. Visiting faculty may be eligible in rare cases.
2. Preference will be given, first, to faculty who have never visited the location they intend to travel to and, second, to faculty who have visited one but not any other city. In the case of "ties," preference will be given to faculty currently teaching in Hum 110, as well as mid-career tenured faculty, then to younger tenured faculty, then to junior faculty, in order of seniority. So as to ensure maximum impact throughout the staff, no single faculty member can receive more than one grant in any 10-year period.
3. It is expected that travel plans will focus on direct observation of sites and objects (e.g., statues, paintings) that play a prominent role in the Hum 110 syllabus.
4. No specific duties are required of grant recipients, other than to see and experience as much of the culture and its environment as possible. The Hum 110 staff may request recipients to take photographs or obtain other information or items that might be of use to the course.

Applications should be submitted by April 15 to the Dean of the Faculty. The application should describe proposed travel plans, along with past travel experiences at these sites, if any. Please list expected sites, places, museums, etc you intend to visit. Decisions will be made by the Dean, consistent with the guidelines described above. In cases where the guidelines do not produce a clear preference, the Dean will consult with the current chair of the Hum 110 staff.

#### **IV. D.1. FACULTY DEVELOPMENT FUNDS: STILLMAN DRAKE FUND**

*(Source: Office of the Dean of the Faculty, August 1998)*

Please note that there is only one grant period (November 1-May 31) from the Stillman Drake Fund and that support for projects you would like to undertake in the spring needs to be requested by the middle of October. As usual, requests for support for summer projects (June 1-August 31) will be solicited separately in May.

Appropriate categories of use for the Stillman Drake Fund are similar to those of the Summer Research Fund and include, but are not limited to, purchase of equipment, computer hardware or software, books, or other resources for research or scholarship; scholarly or research-related travel, other than to meetings in the US; travel to meetings abroad; support for student assistants; assistance for professional society activities, such as carrying out specific projects or serving as an officer; attendance at workshops or seminars for scholarly or curricular development; support for professional visitors

to enhance Reed faculty's teaching or scholarship; secretarial assistance for the preparation of manuscripts; and support for interlibrary loan and document delivery.

Decisions are based upon the justification for the request, appropriateness in the context of the faculty member's work, availability of other sources of funds, and timeliness of the project. Awards from the Stillman Drake Development Fund are considered to be more competitive than those from the Summer Research Fund.

A brief summary report is to be turned in to the Dean's office at the end of the project. Previous recipients of Dean's funds must submit a summary report before applying for another award.

The deadline for submission is typically mid-October, and awards are announced in early November.

Please note that requests for computer hardware should follow a discussion with Marianne Colgrove (extension 7792) regarding your computing needs. Purchase and service of all computers are governed by IT policy. Computers may not be requested out of Summer Research Funds.

#### **IV. D.2. FACULTY DEVELOPMENT FUNDS: SUMMER SCHOLARSHIP FUND**

*(Source: Office of the Dean of the Faculty)*

Application to the Summer Scholarship Fund may be made by any Reed faculty member who is at least half-time: tenured, tenure track, or continuing visitor. The Summer Scholarship Fund is limited to \$1600 for tenured or tenure-track faculty and \$1100 for continuing visitors. It is to be used for summer research and scholarship and may include supplies, equipment (excluding computer hardware but including software and upgrades), books, student assistance, travel, and related items.

Appropriate projects for the Summer Scholarship Fund include, but are not limited to, the following:

- Scholarly or research-related travel, other than to meetings in the US
- Travel to meetings abroad
- Support for student assistants for scholarly or research projects
- Attendance at workshops or seminars for scholarly or curricular development
- Support for professional visitors to enhance Reed faculty's teaching or scholarship
- Purchase of equipment, books, or other media for research or scholarly work
- Secretarial assistance for preparation of manuscripts

Decisions are based upon justification for the request, appropriateness in context of a faculty member's work, availability of other sources of funds, and timely nature of the project. The application for the Summer Scholarship Fund is available [here](#) and awards are announced around the middle of May. Funds must be spent between May 15 and August 31.

## **IV. E. SABBATICAL FELLOWSHIP AWARD RESEARCH EXPENSE FUND**

*(Source: Dean of the Faculty, October 2011)*

Release time allows for more substantial research projects than would otherwise be possible, and this in turn often creates a real demand for the kind of unusual assistance—bibliographic, technical, equipment-related, and the like—that serious research may require. The Sabbatical Fellowship Expense Fund is explicitly dedicated to the support of faculty on year-long sabbaticals (as described in section C-6 of the Rules of Procedure) and is part of discretionary resources administered by the Dean of the Faculty. It is designed to defray not the kinds of ordinary research expenses incurred by all faculty but, rather, those special, often rather larger needs associated with release-time activities. Monies are allocated by the Dean on the basis of specific and detailed requests. Specific requests are evaluated in terms of the degree to which the success of a project depends on institutional support, and with a view toward determining the availability of other extra- or intramural sources of funding.

## **IV. F. SUPPLEMENTAL AWARDS**

*(Source: Minutes of the faculty, August 25, 1998)*

Faculty are encouraged to apply for awards supporting full-time research activities funded on the basis of a national or international competition, e.g., Guggenheim, NEH, ACLS, Institute for Advanced Study, National Humanities Center, etc. Faculty who have received such prestigious awards may apply for supplemental funds from the college in order to minimize the financial impact of taking the one or two semester leave from teaching required to accept the award. In no case will the external awards and the supplemental award total more than the faculty member's annual salary, and a supplemental award will never exceed one-half of the annual salary. Ordinarily, faculty members may receive at most one supplemental award each sabbatical cycle. Supplemental funds will be awarded on a first-come first-served basis, but the College will try to fund all legitimate requests.

Requests for supplemental funds should be directed to the Dean of the Faculty. Any questions regarding the appropriate size of an individual supplement or the legitimacy of a request will be forwarded to the Paid Leave Award Committee, which will make a recommendation to the President.

## **V. A. SUMMARY OF BENEFITS**

See [https://www.reed.edu/human\\_resources/benefits/index.html](https://www.reed.edu/human_resources/benefits/index.html)

## **V. B. DOMESTIC PARTNERS**

See [http://www.reed.edu/human\\_resources/benefits/domestic\\_partner.html](http://www.reed.edu/human_resources/benefits/domestic_partner.html)



## V. C. MEDICAL LEAVE

*(Source: Faculty Medical Leave Committee Report, March 28, 1995; amended February 8, 2012 to conform with law as agreed to by CAPP and CAT; amended by the Faculty July 16, 2023)*

### CATEGORIES OF FACULTY LEAVES

#### 1. Short term illness/disability

Maximum length:	6 months, plus the balance of the academic semester (where such an extension is a reasonable accommodation under the ADA)
Pay status:	fully paid (except that benefits owed pursuant to the Reed College Paid Leave Program will be coordinated with this payment and not stacked, resulting in full pay but not more than full pay)
Benefits:	full benefits
Legal requirements:	must be granted in accordance with the <b>Family and Medical Leave Act of 1993</b> , <b>Oregon Family Leave Act</b> , the Americans with Disabilities Act, and effective September 3, 2023, Paid Leave Oregon

#### 2. Long term disability (LTD)

Eligibility:	must have been employed for one year and been off work due to disability for 6 months preceding LTD
Maximum length:	until able to return to work or age 65, whichever first occurs
Pay status:	LTD paid at 60% for full duration
Benefits:	retirement contribution only

#### 3. Parental leave (after the birth to bond with their newborns or their newly adopted or newly placed foster children)

Eligibility:	any faculty member working more than half time and after 90 days of employment
Maximum length:	12 weeks, and two additional weeks of leave for limitations related to pregnancy, childbirth or related medical condition, including but not limited to lactation for a total of 14

Pay status: 1/2 pay if not teaching; fully paid if teaching at least one class or placed in an equivalent position for the balance of any semester in which leave is taken (except that benefits owed pursuant to the Reed College Paid Leave Program will be coordinated with this payment and not stacked. Where the Reed College Paid Leave Program results in a higher payment than required under this Policy, faculty members will receive the higher payment)

Benefits: full benefits

Legal requirements: must be granted in accordance with the **Family and Medical Leave Act of 1993, Oregon Family Leave Act**, the Americans with Disabilities Act, and effective September 3, 2023, Paid Leave Oregon

**4. Family leave (for child, spouse, parent or parent-in-law of employee)**

Eligibility: must be employed more than half time and for longer than 6 months.

Maximum length: 12 weeks in any one-year period

Pay status: fully paid (except that benefits pursuant to the Reed College Paid Leave Program will be coordinated with this payment and not stacked, resulting in full pay but not more than full pay)

Benefits: full benefits

Legal requirements: must be granted in accordance with the **Family and Medical Leave Act of 1993, Oregon Family Leave Act**, the Americans with Disabilities Act, and effective September 3, 2023, Paid Leave Oregon

**V. D. MANDATORY MEDICAL LEAVE**

*(Source: Rules of Procedure, Section C-14)*

The College may require that a Faculty member accept a leave of absence for reasons of health, whether or not the individual requests such a leave, on the following conditions:

1. If the individual disagrees on the need for the leave, he or she may appeal to the Appeals and Review Committee.

2. A person required to take leave under this paragraph shall receive every benefit that would be available to a Faculty member who qualified for total disability benefits under any applicable disability plan maintained by the College.
3. A special leave of absence under this paragraph shall be reviewed at least once every two years.

## **V. E. FACULTY PARENTAL LEAVE**

*(Source: Rules of Procedure and clarification at April 6, 1998 meeting of the Faculty)*

**Section C-13.** In accordance with the requirements of ORS 659.630, parental leave will be granted upon the request of a faculty member. The faculty member shall provide written notice of the dates of intended parental leave. This notice must be received by the College at least 30 days before the anticipated date of birth or the date of physical custody of an adopted child under six years of age. In the event of premature birth, maternal incapacity due to birth rendering her unable to care of the child, or the unanticipated taking of custody of an adopted child, the faculty member shall give the College notice of revised dates of parental leave within seven days after birth or taking custody. In order to reduce the impact on operations of the College, including staffing requirements and class offerings, informal notification should be provided as soon as is practical. Parental leave will be for 12 weeks in duration. Faculty will receive one-half of their contractual salary amount during the parental leave. In no event shall the parental leave extend beyond one year from the date of birth.

## **V. F. EMPLOYEE ASSISTANCE PROGRAM**

*(Source: Employee Assistance Program)*

See [http://www.reed.edu/human\\_resources/benefits/EAP.html](http://www.reed.edu/human_resources/benefits/EAP.html)

## **VI. GRIEVANCE PROCEDURES**

Grievance procedures for faculty respondents are found under sections F, G, H, and J of the Rules of Procedure.

<https://www.reed.edu/governance/faculty-rules-of-procedure/index.html>

## **VII. A. Discriminatory Harassment and Misconduct Policy**

*Updated policy effective August 1, 2024:*

<https://www.reed.edu/governance/discriminatory-harassment-and-misconduct/>

## **VII. B. ALCOHOL AND OTHER DRUG POLICY**

*(Source: Passed by the Student Senate March 4, 1993 and accepted by the Faculty March 8, 1993. Amended October 23, 1995. Amended by the Student Senate May 1998 and approved by the Faculty August 26, 1998. Amended by the CAC October 2011, approved by the Student Senate October 9, 2011, and approved by the Faculty November 7, 2011. Amendments proposed and approved by the Student Senate April 26, 2012, approved by the CAC May 2012, and approved by the faculty May 18, 2012. Amendments proposed and approved by the Student Senate and approved by the CAC November 2012, and approved by the faculty December 3, 2012.)*

### **Preamble**

Alcohol and other drug (AOD) use is a complex and controversial topic. Many would argue that public policy on AOD use has been counterproductive, discouraging rational analysis of substance use, abuse, and addiction. Whatever the views of its individual members, however, the Reed College Community must respond to empirical and legal realities.

The use, sale, or transfer of illicit drugs disturbs and offends many members of the Reed Community. Such actions are not only illegal (and often felonious) in themselves, they can also have consequences that create an atmosphere of fear and distrust at odds with the educational mission of the College. Drug use, especially drug abuse, frequently leads to a deterioration in academic performance, which can compromise the education of others as well as that of the user. The illegal use and the abuse of alcohol can also have deleterious effects upon individuals and the community. Moreover, the College has certain legal obligations to make reasonable efforts to prevent the use (which includes being under the influence) and transfer of illegal drugs and the illegal use or abuse of alcohol on campus or during Reed activities.

The College encourages all members of the Reed Community to become familiar with the health and legal aspects of AOD use and to make informed decisions regarding their own behavior. The college emphasizes that all members of the community are responsible for their own actions. Members of the community are expected to comply with this policy and to be aware of the consequences of violations thereof. The Community therefore expects and admonishes individuals to evaluate their own behavior, as well as that of their peers, in order to create and maintain a healthy and safe environment.

This AOD Policy (AODP) is intended to define the expectations of the College with respect to alcohol and other drugs, to clarify the consequences of failing to abide by these expectations, and to identify the resources available within the College Community to assist in dealing with AOD related problems.

### **I. Statement of Policy**

A. Reed College believes that it has a serious extralegal responsibility to support the health and safety of the members of this community. Therefore, it has a responsibility to help prevent substance abuse through the provision of appropriate assistance, including educational materials and counseling. When substance abuse occurs, we believe that the most effective response relies on early identification of the problem and the availability of effective, confidential assistance. The Community encourages individuals voluntarily to seek assistance for substance abuse problems. Moreover, the College will

respond directly to alcohol or other drug use that results in behavior that is dangerous to the health or safety of the user, other members of the community, or adversely affects the institution as a whole.

B. In keeping with local, state and federal laws, the illegal use, sale, transfer, dispensing, possession and manufacture of illicit drugs, or being under the influence of illegal drugs, or the illegal use, possession, or abusive use of alcohol on the Reed College campus or during official Reed activities is a violation of college policy and is prohibited. In particular,

1. Illegal drugs and drug paraphernalia are not permitted anywhere on the Reed College campus.
2. Reed College will treat beer or wine made for personal consumption like any other alcoholic beverage. Students who make beer or wine for personal consumption anywhere on campus, including in student housing, must comply with all applicable local, state and federal laws.
3. The manufacture of illegal drugs, the growing of cannabis and other illegal psychoactive plants, and the distillation of alcohol are felonies under applicable federal law and are not allowed on College property, except that alcohol may be distilled for academic research purposes under the supervision of a faculty member.
4. It is illegal and a violation of this policy for those under the age of twenty-one ("minors") to possess or consume alcoholic beverages, or for anyone to provide alcoholic beverages to minors.

## **II. Implementing Procedures**

The following procedures have been developed with two goals in mind: 1) to promote increased understanding of the expectations embodied in this policy, and 2) to provide for its principled enforcement.

A. Certain terms used in this policy and the associated guidelines for events with alcohol are defined as follows. "Public" area means any space on the Reed College campus (which as a whole is private property) other than student rooms in residence halls. As used in this policy, "college social event" is defined as any social gathering that 1) requires the reservation of any college property or facilities (including the Student Union, faculty lounges, and public areas in residence halls), or 2) that if otherwise occurring on campus receives publicity (including postings on electronic bulletin boards or mass e-mailings), or 3) that involves the expenditure of college funds. Lectures, discussion groups, and other gatherings associated with normal academic activities are not considered 'college social events.' But if alcohol is served at a reception following such lectures and other events, the organizers of the event are responsible for complying with the pertinent provisions of this policy. Alcohol may not be served or consumed at any academic event or in any place where academic activities are occurring. "College funds" is defined as any money (including student body funds and funds generated through student organizations) collected or disbursed by Reed College. "Financial consideration" is defined in accordance with OLCC regulations and includes the use of college funds to purchase alcohol, as well as the purchase of alcohol through membership fees, the collection of donations, the sale of tickets, or direct purchase by persons being served.

B. The College shall distribute to all Community members, at the beginning of each academic year, the federally mandated information concerning federal, state, and local AOD laws, a copy of this policy, and a copy of the Guidelines for Events with

Alcohol. These materials shall reference relevant Oregon State laws regarding AOD and the OLCC licensing requirements for events at which alcohol is sold or distributed and federal penalties and sanctions for illegal possession and trafficking of controlled substances.

C. Reed College believes that students have certain rights to privacy in their residence hall rooms, as are specified in the housing contract. Students should nonetheless be aware that the right to privacy does not imply immunity from provisions of the law or of this policy, especially in the event of any violation coming to the explicit attention of a College official or legal authority.

D. All members of the Reed community and their guests possessing alcoholic beverages must show legal proof of age on request from any member of the College Community.

E. When alcohol is being consumed by, or is in the possession of people on the Reed campus who do not provide proof of legal age, when it is being distributed to those under legal age, or in violation of this policy and the associated guidelines for events with alcohol, or when, regardless of age, a person in possession of alcohol is acting unacceptably as defined by community standards or with hazardous disregard for themselves or those around them, said alcohol is subject to confiscation and is a violation of the policy. Illegal drugs and drug paraphernalia, if discovered or if known to be in the possession of any person on the Reed campus, are always subject to confiscation and are a policy violation.

F. Gatherings in any public facility or public area on campus may not be closed to any College officer or to any staff member charged with determining that the provisions of this policy are being complied with.

G. For all events where alcohol is distributed or reasonably expected to be present, event organizers must follow the Guidelines for Events with Alcohol which outlines provisions to ensure that this policy must be followed. These Guidelines are found in the Campus Events Guidelines. The Guidelines for Events with Alcohol must be approved by both the Senate and the CAC. In the event that the Senate and the CAC cannot agree on a set of guidelines or an alteration to the existing guidelines, the proposed changes shall be procedurally treated as community legislation.

### **III. Violations of the Alcohol and Other Drug Policy**

Alleged student violations of the AOD Policy should be 1) taken to the Honor Council, or 2) to the Student Judicial Board, or 3) to the Dean of Student Life (or designate), the latter particularly when a substance abuse problem may also be present. Actions may include medical leave, AOD assessment, treatment, informal or formal mediation, referral to the Student Judicial Board, referral for prosecution, or other sanctions as outlined in Section VI.

Alleged faculty violations of the AOD Policy should be referred to the Dean of the Faculty.

Alleged staff violations of the AOD Policy should be handled as outlined in the Staff Policies and Procedures Manual.

Adjudicating bodies or offices and Community Safety shall forward summary information regarding the incidence and disposition of alcohol and other drug related problems to the Dean of Student Life, who will compile a biennial summary report.

### **IV. Treatment of Substance Abuse Problems**

A. Individuals with substance abuse problems are encouraged voluntarily to seek assistance and appropriate treatment options. The College provides certain counseling and treatment-related resources as well as referrals to sources of help off campus. The College employs counselors, who are available to talk with any student on a confidential basis and to advise faculty and staff on student-related AOD problems. Students may also seek help through the Office of Student Life, and/or the Health and Counseling Center. Faculty are encouraged to seek advice from the Office of the Dean of the Faculty. Staff are encouraged to talk with their supervisor or with the Director of Human Resources. Confidential counseling is available to Faculty and Staff through the Employee Assistance Program and information about this program is available at the Human Resources Office.

B. The College may provide a medical or rehabilitation leave for an individual requiring in-patient treatment. The medical leave policy for students is described in the Faculty Code, Section III-E. The rehabilitation leave program for faculty is described in the "Drug Use Statement" passed by the faculty at its November 13, 1989, meeting. The voluntary alcohol/substance abuse rehabilitation leave for staff is described in the Staff Policies and Procedures Manual.

C. The College should strive to preserve confidentiality for individuals voluntarily seeking assistance for a substance abuse problem.

D. The College encourages students, faculty, and staff to share concern for and to help those involved in substance abuse. Individuals who know of a substance abuse problem or who are trying to help someone with such a problem may themselves require considerable support. The College will endeavor to provide confidential assistance to such individuals, through the resources described in the first paragraph of this section.

E. Appropriate procedures for dealing with substance abuse problems in the case of faculty members are governed by the Rules of Procedure of the Faculty Constitution (Sections C-14 and F, G, and H), the Faculty Resolution on Drug Use of November 13, 1989, and in the case of staff members by the Staff Policies and Procedures Manual. Appropriate procedures for dealing with substance abuse problems in the case of students are governed by this policy.

## **V. Behavioral Problems Related to Alcohol or Other Drugs**

A. Although the College hopes that individuals with substance abuse problems will voluntarily seek assistance, there are occasions when AOD use and/or abuse leads to harm or the danger of harm to the abuser or others or to an unacceptable detriment in academic or job-related performance. When suspected possession or use of alcohol or other drugs results in behavioral or performance problems that come to the attention of the College, the response may include an informal inquiry into the possibility of a substance abuse problem. Members of the community should direct suggestions for such an inquiry to the Dean of Student Life, the Dean of the Faculty, or the Director of Human Resources, as appropriate.

B. If it is determined by the informal inquiry that an abuse problem may be present but is being denied by the abuser, sanctions or intervention aimed at addressing the abuse problem may be imposed:

1. for students, by the Dean of Student Life, under procedures described in section VI. below for disciplinary sanctions and in the Faculty Code Chapter III, Section E, 2 for therapeutic interventions.

2. for faculty, by the procedures set forth in the Rules of Procedure of the Faculty Constitution (Sections C-14 and F, G, and H).

3. for staff, the voluntary alcohol/substance abuse rehabilitation leave falls under the same guidelines as the “unpaid medical leave” policy found in the benefits section of the Staff Policies and Procedures Manual.

## **VI. Response to Violations: Sanctions and Interventions**

Violations of the AOD Policy and associated guidelines will normally be handled through the procedures explained below. Moreover, the presence of a substance abuse problem does not prevent disciplinary action for related breaches of the standards of conduct expected of members of the Reed College Community. These various infractions may result in sanctions or interventions including but not limited to warnings, fines, community service, required educational programs, required substance abuse assessment, enrollment in a treatment program, involuntary medical leave of absence, probation, suspension, expulsion, termination of employment, and referral for prosecution.

In all cases, the College will maintain the privacy and confidentiality of student records consistent with the law. That said, some sanctions may require the student to follow aftercare recommendations and to allow the College to monitor aftercare progress via a release of information with the treatment program.

### **A. Serious and Minor Violations and Uncooperative Behavior – Definition of Terms**

For purposes of responding to violations, the following definitions should be used:

*Violation:* behavior which, according to direct or compelling circumstantial evidence, infringes upon the college’s stated policies and/or relevant legal statutes.

*Serious AOD Policy Violations:* possession of small quantities and/or use of “hard” drugs, possession of small quantities and/or use of illegal prescription drugs, distribution of alcohol to minors, possession of distribution quantities and/or actual distribution of any illegal drugs. Tampering with smoke detectors in any way represents a real and immediate threat to safety, and will generally be considered a serious violation.

*Hard Drugs*—include heroin, cocaine, and methamphetamine. These drugs pose health risks to users that are inherently unpredictable and potentially catastrophic. The probability of adverse consequences and the severity of those consequences—addiction, physical and mental illness, death—are unacceptably high. Possession of distribution quantities and/or actual distribution of hard drugs are among the most egregious violations, as these endanger the entire community. The Health and Wellness Plan Relating to Alcohol and Other Drug Use at Reed (Implementation Plan) will provide a more detailed accounting of substances considered “hard” drugs.

*Minor AOD Policy Violations:* underage use of alcohol, personal use of illegal drugs not defined as “hard,” possession of personal use quantities of illegal drugs not defined as prescription or “hard” drugs. Use of cannabis in the residence halls and other campus facilities protected by smoke detectors is usually considered minor unless such use coincides with any attempt to disable a smoke detector.

*Uncooperative Behavior.* Student behavior in the context of AOD violations may be deemed uncooperative under the following circumstances:

a. The student refuses to provide I.D. and/or his or her name



- b. The student refuses to surrender illegal drugs, paraphernalia, alcohol illegally possessed, or other evidence upon request
- c. The student refuses to answer reasonable questions related to an AOD-related incident and/or provides intentionally inaccurate or incomplete answers
- d. The student is otherwise overtly uncooperative with the reasonable questions or requests of a community safety officer (CSO) or college official related to an AOD-related incident.

Uncooperative behavior by a student may result in an initially higher response level than would otherwise be applied in a similar situation in which the student did not behave uncooperatively, and/or may result in engagement of disciplinary proceedings for both the AOD violation as well as the uncooperative behavior. The degree to which the student's lack of cooperation will impact any subsequent response will depend on the specific circumstances of the incident in question.

## B. Response Levels

The response levels listed are intended to guide the process of determining the most reasonable response to potential violations of the AOD Policy. Each reported incident will be reviewed individually and a response level will be initiated appropriate to the specific circumstances (see Section C below).

**Level I** - A Level I response will result in a warning letter from the Dean of Student Life or his/her designee that includes an invitation for the student to take advantage of confidential therapeutic resources, an invitation (voluntary) to discuss the incident with the Dean or a designee, and an invitation (voluntary) to discuss the incident with a Resident Director (RD), if appropriate. Level I responses are documented in the student's educational record, but would not in and of themselves trigger a disciplinary entry in the student's educational record.

**Level II** - Community Level Intervention: A Level II response will result in a meeting between the student and a representative of his or her community. In most cases this will be the student's RD or a designee of the Dean. If a student declines to meet, a Level III or higher response will be initiated. The outcome of the meeting will depend on the specific circumstances of the violation and those involved in the meeting. If the meeting is successful (all parties agree to an outcome), the student will receive a letter from the Dean's office documenting the satisfactory resolution and any mutually agreed upon outcomes. If the meeting is unsuccessful (the student and RD or designee do not agree on an outcome), a Level III response may be initiated. Level II responses are documented in the student's educational record, but would not in and of themselves trigger a disciplinary entry in the student's educational record.

**Level III** - Meeting with the Dean of Student Life or Designee: A Level III response will result in a mandatory meeting between the student and the Dean or designee. Failure to participate in this meeting will result in a Level IV response. This meeting will include a comprehensive overview of therapeutic resources, and likely future steps in the event of continuing violations. The outcome of this meeting will depend on the specific circumstances of the violation(s). A follow up letter will be sent to the student detailing the content of the meeting and documenting any mutually agreed upon outcomes. If both parties to the meeting agree to a specific outcome, the student will receive a letter from the Dean's office documenting that the meeting was successful and restating the mutually agreed upon outcomes. Likely outcomes may include a referral to counseling or treatment resources, a behavioral expectations contract with the student stipulating

specific responses to continued behavior, and/or community service work designed to help restore the relationship with the community. If the meeting is unsuccessful, a Level IV response or higher will be initiated. Level III responses are documented in the student's educational record, but would not in and of themselves trigger a disciplinary entry in the student's educational record.

**Level IV - AOD Review Panel:** A Level IV response will result in the referral of the incident to the AOD Review Panel. The Dean of Student Life shall designate a student life staff member to serve as complainant and the student involved will be the respondent. The panel will be composed of a student member of the Judicial Board selected by the chair of the Judicial Board, a faculty member of the AOD Committee selected by the committee chair, and a staff member from Student Life, other than the Dean, appointed by the Dean. The complainant may not be a member of the Panel. The AOD Review Panel will receive copies of the relevant Community Safety incident reports and other supporting documentation. The complainant and respondent will be given the opportunity to respond to the community safety incident reports and other documentation in writing. Responses should be sent within five (5) business days of notification of the proceeding.

In a given case, Panel members may recuse themselves if they feel they might be biased. Both complainant and respondent may request, in writing, the removal of a member of the Panel on the grounds of personal bias. Such requests will be considered by the remaining members of the panel. The two remaining panel members must agree to reject a request for removal; if either member of the panel concludes that removal is appropriate, the request should be granted. The panel's decision on the matter shall be final. In the event that a Panel member is unable to serve, due to recusal, removal, or unavailability, a replacement member shall be selected, from the appropriate pool, as described above, by the appropriate chair or Dean. If none can be found, the chair or Dean shall use their discretion to select an appropriate replacement.

If the panel determines by majority vote that there is substantive factual disagreement with the incident reports, the panel should proceed no further, and recommend that the office of the Dean of Student Life initiates a Level V response. If the panel determines by majority vote that more likely than not the action represents a serious violation (as defined above), the panel should proceed no further, and recommend that the office of the Dean of Student Life initiates a Level V response. If the panel determines by majority vote that more likely than not the misconduct represents a minor violation or a pattern thereof (that is appropriate for the AOD Panel to review), the panel will deliberate and recommend sanctions in accordance with the guidelines below. If the sanctions are not unanimous, the dissenting individual may offer a written statement of disagreement with the majority recommendation. The findings and recommended sanctions, together with all supporting documentation, shall be forwarded to the President or his or her designee for a final decision.

When recommending sanctions, the panel shall place particular emphasis on treatment and educational outcomes. Likely outcomes may include a referral to counseling or treatment resources, a behavioral expectations contract stipulating specific responses to continued behavior, community service designed to help restore the relationship with the community, placing the student on disciplinary probation, placing the student in the bottom cohort of the housing lottery, cancellation of a housing contract, disqualifying the student from serving in leadership positions or participating in other activities where the student serves as a representative of Reed, and/or limiting the student's attendance

at on-campus events where alcohol will be served. The AOD Review Panel may not recommend sanctions rising to the level of suspension or expulsion. The AOD Review Panel's recommendations and sanctions are documented in the student's educational record, but would not in and of themselves trigger a disciplinary entry in the student's educational record.

The complainant or respondent may appeal the decision of the President or of his or her designee within ten (10) business days. If classes are in session, the appeal shall be heard by the Judicial Board. If classes are not in session, the appeal shall be heard by a Temporary Hearing Board constituted according to Section 1L of the Judicial Board Code. No one serving on the AOD Review Panel for a given case may also serve on the appellate body for that same case. The appeal should be made in writing to the chair of the board hearing the appeal. Apart from the composition of the appellate body, the appeals process shall generally follow Section 7 of the Judicial Board Code. The appellate body's decision consists of recommendations to the President or his/her designee, who will make a final decision.

In all cases, the panel and/or hearing board will make relevant documentation of its deliberations and decisions available to the office of the Dean of Student Life, and will make every effort to keep said information confidential outside the purview of the office of the Dean of Student Life. The President or his or her designee is responsible for notifying the student, the Dean, and any other relevant parties of the ultimate outcome.

**Level V - Honor Case:** A Level V response will result in a referral of the incident to the Judicial Board. The outcome of a Judicial Board referral will be determined by the Judicial Board per the Judicial Board Code and all applicable policies and community guidelines. Any cases that result in a sanction by the Judicial Board would be documented as a formal disciplinary entry in the student's educational record.

Egregious Violations: Additionally, in cases of egregious violations of the law and/or Reed policy, the Dean of Student Life may opt to act immediately to provide for the safety of the Reed community. Please refer to section 3B of the Judicial Board Code, cited below:

"The Dean of Student Life, or in case of his or her absence, the President of the College may, in case of emergency, take immediate action against a student for an alleged violation as specified in paragraph A, but must forward a complaint to the Judicial Board within six working days, counting only days while the college is in session, or be required to withdraw such action. In such cases, the action of the Dean or President shall remain in force until the conclusion of the judicial process."

In such a case, the student shall be notified of the right to make an immediate appeal to the President of the College. Involuntary medical leave of absence (or other therapeutic intervention) may be appealed to the President of the College.

### C. Guidelines for Responding to AOD Violations

Generally, the response level for AOD violations will begin at the lowest level appropriate to the violation, while taking into consideration the seriousness of the specific violation, relevant history, and extenuating or aggravating circumstances.

The guidelines listed below are intended to serve as the typical starting point for determining an appropriate response, but are not prescriptive. The Dean may ultimately initiate any response level based on the specific circumstances. Additionally, engagement of the honor process does not preclude other actions, such as review

of housing contracts and possible eviction, allowable fines, referral for criminal investigation, or other available sanctions.

#### 1. Minor Violations (as defined above)

First-time minor violations will in most cases receive a Level I response.

Repeated minor violations will in most cases receive a response one level higher than the previous response (i.e., if a previous violation received a Level I response, a subsequent violation will receive a Level II response, etc.).

Fifth and subsequent violations will in most cases receive a Level V response and generally be referred directly to the Judicial Board.

Violations that also involve uncooperative behavior may receive a higher level response than would otherwise be indicated in the absence of such behavior.

#### 2. Serious Violations (as defined above)

First-time serious violations will be reviewed by the Dean and an initial response level will be chosen appropriate to the circumstances of the incident. If warranted by particularly egregious violations that threaten the safety of the Reed community, external law enforcement resources may be engaged in accordance with Reed's Memorandum of Understanding with the Portland Police Bureau.

Repeated serious violations will be reviewed by the Dean and will typically receive progressively higher-level responses.

#### 3. Prior Academic Year Violations

Second and subsequent minor violations from a prior academic year that did not result in referral to the Judicial Board will generally be viewed as if they were one response level below the prior year, e.g., if a student had two minor violations in the prior academic year, a first minor violation in the new academic year would generally receive a Level II response.

Second and subsequent serious violations will be reviewed by the Dean and receive a response appropriate to the specific circumstances.

#### D. Documentation of AOD Violations

AOD violations observed by or reported to community safety, the Dean of Student Life' office, or other college officials, may be documented in one or more areas, based on the specific circumstances.

1. *Community Safety Incident Reports*: Community safety officers will document all AOD violations in the form of an incident report. The names of all persons associated with an incident (reporting party, subject, witness, CSO, etc.) will be included in the report, along with all relevant facts, statements, and evidence. All alcohol or other drug related incident reports are reviewed by the Director of Community Safety and, when appropriate, forwarded to the Dean (or designee) for further review and follow up. All information shared between the Community Safety office and any other office on campus shall become part of the student's educational record. Community safety incident reports that relate to AOD violations are permanent and are generally not considered part of the student educational record.

2. *Clery Act Reporting*: The college is required to report annually to the U.S. Department of Education (DOE) all violations of AOD policies that are law violations and referred for disciplinary action.

3. Student Educational Record Reporting: Reports of violations of the AOD Policy are recorded in a database of student incidents and interactions, which is one component of the student's educational record. Entries into this database are intended to document all steps in the process of reviewing and responding to AOD violations, and do not constitute a separate disciplinary record. Any cases that result in a sanction by the Judicial Board would be documented as a formal disciplinary entry in the student's educational record.

4. Dean of Student Life' Documentation: The Dean or his/her designee, will document the consequent action that the Dean determines is appropriate and necessary in a letter (email or hard copy) to the student.

5. Health & Counseling Center: Information a student provides directly to clinical staff members of the Health & Counseling Center (HCC) is considered private and confidential and is protected by applicable state regulation, federal law, and expectations for ethical professional conduct. The HCC staff will not release to anyone outside of the HCC any information about students, including information related to alcohol or other drug use. The only exceptions to this are in circumstances where the student provides explicit written permission, the staff member assesses a situation of grave and imminent danger to the student or others, certain cases of child abuse, elder abuse, the abuse of a disabled person, or if subpoenaed to testify in court. Please discuss any concerns about this with HCC staff.

E. In the case of alleged violations by faculty, a decision to impose sanctions or therapeutic intervention is subject to appeal by procedures outlined in the Rules of Procedure of the Faculty Constitution (Sections C-14 and F, G, and H), the Faculty Resolution on Drug Use of November 13, 1989.

F. In the case of alleged violations by staff, the procedures in the Staff Policies and Procedures Manual, section XIV, "Supervisor Procedures: Employee Assistance Program" pertain. Supervisors may refer an employee for counseling as part of a discipline process or a "last chance agreement."

## **VII. Alcohol and Other Drug Committee**

### **Alcohol and Other Drug Committee Charge**

Each academic year, the President of the College shall appoint an Alcohol and Other Drug Committee, consisting of at least two faculty members (one a member of CAC), at least two students (one a member of Senate), the Dean of Student Life, and the Directors of Health & Counseling and Community Safety. Other community members, including but not limited to the Director of Institutional Research, may be asked to participate in Committee Activities on an ad hoc basis.

The committee shall be charged with these duties:

1. To consult with the Director of Institutional Research in order to survey incoming and enrolled students on a regular basis to better understand the AOD use patterns of Reed students.
2. To consult with the Honor Council and others in order to promote education regarding the cognitive and social effects of AOD use and abuse.
3. To work with Student Life, Residence Life, Health Services, CAC and the Student Senate to find better ways for the community to take positive actions to reduce AOD abuse.

4. To review the College's biennial AOD reports and when appropriate to make recommendations based on their findings.
5. To meet with the CAC at the beginning of each academic year in order to formulate an agenda for that year. It will report back to the CAC at least once each semester.
6. As needed, a faculty representative of the AOD Committee or if necessary a designee thereof will serve on the AOD Review Panel as detailed in Section VI of this policy.

## **VIII. Medical Amnesty**

### **A. Preamble**

Reed College affirms the need for Reed's policies and procedures to support the practice of students calling for help during a medical emergency. A growing body of evidence suggests that among the factors that may contribute to a reduction of students' willingness to call for help in a medical emergency is the belief that doing so would result in disciplinary action for either the caller, the individual in need of help, and/or any groups associated with the incident. The inclusion of the medical amnesty clause is an effort to ensure that students' safety takes priority in the implementation of Reed's AOD Policy.

According to this policy, when a student experiences a physical and/or psychological crisis while under the influence of alcohol or other drugs (AOD), neither the student in crisis nor any student calling for help will be subject to disciplinary action for personal possession or use of illicit substances, including consumption of alcohol by minors.

### **B. Community Safety and Dean's Office Response to Medical Emergencies**

The community safety officer(s) (CSO) on-scene in the event of an AOD emergency will document the incident and the identities of all students directly involved, and students are expected to cooperate fully with responding CSOs. Documentation by CSOs will be reviewed by the Director of Community Safety for accuracy and completeness and will be forwarded to the Dean of Student Life in order to thoroughly document the incident. A search of the premises will be conducted by the CSO only for medically relevant purposes (i.e., determining the substance(s) ingested by the student in need of medical attention). Illicit substances and paraphernalia observed by CSOs will be confiscated pursuant to Reed policy.

In an effort to prevent the recurrence of such a medical emergency and to identify patterns of problematic AOD behavior, the Dean will document the incident in the student's educational record, separate from the student's disciplinary file. The Dean will share this documentation with the Health & Counseling Center (HCC), and will write a letter to the student to inform him/her that his/her behavior represents a violation of Reed's AOD Policy, is covered under Reed's Medical Amnesty Policy, and will therefore not be included in his/her disciplinary record. At the discretion of the Dean, the student who experienced the AOD-related incident may be required to attend up to two appointments at the HCC for evaluation and treatment purposes. This evaluation is provided free of charge. Any recommendations for further treatment or action will be left to the discretion of HCC staff. The person who calls for help on behalf of an intoxicated student will not be requested to undergo any evaluation, unless deemed necessary by the Dean.

In lieu of working with HCC staff, students may choose a community-based provider licensed to provide AOD evaluation services. A letter from the community-based

provider documenting attendance and the result of the evaluation must be sent to the Dean. The cost of evaluation provided outside of the HCC is borne by the student. Failure to attend mandatory health appointments will invalidate the Medical Amnesty Policy, and standard disciplinary action will be taken.

In cases of sexual abuse or physical assault involving AOD, student life staff will not pursue disciplinary action against someone who complains of a physical or sexual assault as a result of AOD use.

### C. Misuse of the Medical Amnesty Policy

The Medical Amnesty Policy should not be abused. This policy does not protect students who are found to be in violation of other Reed policies from disciplinary action. Cases in which the individual in need of help is found to be guilty of sexual abuse/assault; physical assault; vandalism; theft; destruction of property; distribution, possession of distributable quantities; or intention to distribute scheduled substances will in most cases result in formal disciplinary action as described in applicable Reed policies. In cases involving hard drugs (with no evidence of distribution, possession of distributable quantities or intention to distribute), the Dean will in most cases require the student to be evaluated by HCC staff and/or a community provider specializing in AOD, to follow subsequent treatment recommendations, and to provide documentation thereof to the Dean. Failure to comply with these recommendations may result in disciplinary action.

Should a student who invokes the Medical Amnesty Policy experience a subsequent AOD-related medical emergency, s/he may be excluded from the Medical Amnesty Policy and therefore subject to disciplinary action.

## **VIII. A. FACULTY ADMINISTRATIVE ASSISTANTS**

*(Source: Office of the Dean of the Faculty, July 2006)*

Faculty administrative assistants are dedicated to the work they do in support of Reed Faculty and regularly give 110%. To be fair to everyone concerned, most faculty administrative assistants work on a "first in, first out" basis but if a Faculty member comes to them for help at the last minute they often feel obliged to bend that rule. Please provide as much lead time as possible to avoid last minute demands which ultimately lead to a backlog of earlier requests, or result in longer working hours to get the job completed on time. It may be helpful to keep in mind the number and variety of Faculty each administrative assistant supports when assigning your projects.

Please keep in mind, too, the following ordering of priorities as set by the Faculty Advisory Committee on November 1, 1983:

"In order to avoid misunderstandings as to the priorities which should be followed by faculty secretaries in the performance of their work, the following order of importance should be assigned to various projects:

- (1) Instructional materials such as syllabi, exams, course instructions, etc., and letters of recommendation for students.
- (2) Departmental, divisional and committee reports.
- (3) Professional correspondence and individual faculty projects such as publications, research proposals and other scholarly work.

(4) Personal non-professional correspondence of faculty should **not** be given to college administrative assistants.

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I hope from time to time each of you will find some way to show your appreciation to our faculty administrative assistants, who work very hard on behalf of us all.

## **VIII. B. STUDENT RECORDS**

*(Source: Office of the Registrar, August 1, 2007)*

### **Disclosure of Student Information**

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The following is Reed College's policy regarding disclosure of student records and the pertinent provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended in January 1975. The policy statement is made available to Reed students annually. The policy is set forth in the following sections:

1. The description of types of educational records and offices in which they are held,
2. College officials responsible for the files,
3. Policies of Reed College regarding review and expunging of records,
4. Procedures for right of access,
5. Procedures for challenging the content of the records,
6. Cost of reproduction of documents,
7. Directory information, and
8. General disclosure policies.

Before moving to the specifics of each of these areas, it would be useful to clarify the definitions of "student" and "parent" as used in FERPA. "Student" is defined as "any person with respect to whom an educational agency or institution maintains educational records." A parent is entitled to access to a student's transcript only if the parent and student have filed a completed "Student Information Release" form, indicating that direct access by the parent is allowed.

#### **A. TYPES OF EDUCATIONAL RECORDS AND INFORMATION MAINTAINED BY REED WHICH ARE DIRECTLY RELATED TO STUDENTS**

Records in this category are used by the academic departments, Registrar, Student Life, Financial Aid, and Health Services. Please note that many of the records held in the Student Life and Registrar's Offices were developed as part of the admission process. After enrollment, we transfer relevant parts of the admission file to the Student Life Office and the Registrar.

##### **ACADEMIC DEPARTMENTS**

Academic departments generally retain records of their majors' results on Junior Qualifying Examinations and Senior Orals. Those records are available to the appropriate department heads and each student's academic adviser. Although generally students' Qualifying Examinations are returned to them after grading, these records are open to students and are within the scope of the records covered by FERPA.

##### **REGISTRAR'S OFFICE**



This office is the principal College repository of information for current and former students, students who are on leave, and graduates. While there is some variation in the materials in files—depending on majors, etc.—the following list is comprehensive in all but the most unusual cases. Please note that all of the material in the Registrar's files is covered by the law in terms of access and protection, with the exception of "confidential letters and statements of recommendation which were placed in the education records prior to January 1, 1975..." These will continue to be considered confidential.

Files are purged of nonessential documents after a student graduates, or after five years of nonenrollment.

### **CONTENTS OF REGISTRAR'S OFFICE FILES**

Files may contain admission material, including College Board scores, ACT and other tests; high school transcript; transcript of college work elsewhere; evaluation by Registrar and related correspondence; permanent records of registration, academic work, courses, grades, along with personal data such as parents' names, student's birthdate, etc.; notification of acceptance or rejection to junior standing; notice of successful completion or failure to pass the Junior Qualifying Examination and the Senior oral; correspondence concerning leave of absence and/or return; petition for withdrawal from College; correspondence from academic department regarding the major; petitions to Administration Committee for waiver of College requirements.

Files on graduate students contain application materials, including forms completed by the student, college transcript(s), academic and personal references and correspondence regarding admission; and a record of registration and grades.

Files on former graduate students in education contain the record of registration; certification worksheets with transcripts and copies of applications for certification; and placement papers, including a record of educational and professional experience, a personal statement on teaching, a record of undergraduate and graduate courses, and academic and professional references.

### **STUDENT LIFE OFFICE FILES**

These documents may be inspected by students: Admission material filled out by the student with general information on scholastic background, family and personal statement; correspondence between student and Admission Office prior to enrollment; class rank in high school; faculty comments on grades of C- or below (prior to 2006); letters of recommendation written, where applicable; correspondence with prospective employers or parents.

There are, in addition, documents that were drafted or submitted under a presumption of confidentiality. FERPA specifies that if they were received prior to January 1, 1975, with documented assurances of confidentiality, the records will remain confidential.

The Student Life Office is responsible for records, comments, and correspondence developed and maintained by the counseling staff. These refer to students who have requested assistance from the counselors as well as to students about whom the College has related correspondence prior to admission. Material in these files is excluded from the access provisions of the law and is maintained by the counseling staff separate from any other College files. The records may be reviewed, however, by a physician, psychiatrist, or psychologist if the student so authorizes.

### **HEALTH SERVICES FILES**

Records kept by Health Services, similarly, are not available for student or parent inspection under FERPA. Students have access to their own file; wider availability of the material contained therein is contingent on written permission by the student. These records consist of the medical history filled out by the student prior to admission, correspondence with physicians or consultants where applicable, and visits to Health Services.

### **FINANCIAL AID OFFICE FILES**

Files in the Financial Aid Office contain the application for financial aid (filled out by the student), announcement of awards, correspondence, and the College Scholarship Service Financial Aid Form. Student access to the latter is specifically precluded; however, in practice, the information is made available to students unless parents specifically request that it not be made available.

Notwithstanding any other provision of law, the records and accounts of educational institutions pertaining to eligible veterans or eligible persons who received educational assistance, as well as the records of other students which the Veterans Administration determines necessary to ascertain institutional compliance with the federal requirements, shall be available for examination by duly authorized representatives of the government.

### **B. NAME AND POSITION OF THE OFFICIAL RESPONSIBLE FOR THE MAINTENANCE OF EACH TYPE OF RECORD, THE PERSONS WHO HAVE ACCESS TO THOSE RECORDS, AND THE PURPOSES FOR WHICH THEY HAVE ACCESS**

#### **REGISTRAR'S OFFICE**

Nora McLaughlin, Registrar, is responsible for these files. Access is limited to the staff of the Registrar's Office, President's Office, Dean of Faculty's Office, Admission Office, Student Life Office, Financial Aid Office and faculty advisers or instructors in connection with their assigned responsibilities.

Ms. McLaughlin may release, on request, information to the public about whether or not a student is registered, full- or part-time status, semesters of attendance, last institution attended, participation in recognized Reed College programs, the student's major, awards earned and degree(s) and date(s) awarded. No other information, other than student address directory information, will be released without the written consent of the student.

#### **STUDENT LIFE OFFICE**

Mike Brody, Vice President and Dean of Student Life, is responsible for these student files. The information contained therein is made available-on a need to know basis-to staff of the Student Life Office (including counselors), Registrar's Office, Admission Office, Financial Aid Office, and faculty instructors or advisers.

#### **HEALTH SERVICES**

Student records and information are maintained by the Health Service. Access to the files is restricted to professional staff of the Health Service in connection with their provision of treatment to students. These records may also be made available to physicians or other appropriate professionals of the student's choice.

#### **FINANCIAL AID OFFICE**

Leslie Limper, director of financial aid, is responsible for financial aid files. These files are available only to financial aid staff. The director will discuss specific information in the files with the Student Life Office staff, Registrar's Office staff, and faculty advisers when appropriate. If the student has applied for financial aid, the school may disclose information in the Financial Aid Office files without the student's or parent's prior consent as may be necessary to determine the student's eligibility for financial aid, the amount of the aid, the conditions to be imposed regarding the aid, and as may be necessary to enforce the terms or conditions of the aid.

### **DISCLOSURE OF INFORMATION FROM REGISTRAR'S, STUDENT LIFE, HEALTH SERVICES, AND FINANCIAL AID FILES**

FERPA states that the educational records described above may be disclosed to only those school officials with "legitimate educational interests" in the records. The College has determined that the officials with access to the records, as described in this section, have legitimate educational interests in such records. Questions about the reasons for disclosure of records to particular school officials should be directed to the named individuals responsible for the records. All responsible individuals named in this section may be contacted through the Reed College address shown at the beginning of this statement.

Each file will be accompanied by a record of all parties who have requested or obtained information directly related to students from the file, and a statement of the legitimate interests of such parties in obtaining the information. These records will be available for the student's and eligible parents' review.

### **C. POLICIES OF THE INSTITUTION FOR REVIEWING AND EXPUNGING RECORDS**

In the interests of space, on graduation or after five years of non-attendance each student's file will be reviewed and unnecessary material (e.g., status reports, registration forms, some correspondence related to petitions) deleted. Should the files contain information which is shown to be factually inaccurate, it may be corrected or deleted.

### **D. PROCEDURES ESTABLISHED BY REED COLLEGE CONCERNING RIGHT OF ACCESS**

Under FERPA, students (which by definition includes ex-students) have the right to review the records noted above. Reed College has extended access to grades and academic actions to parents, if the requisite form is completed and submitted to the Registrar's Office. Exceptions are that students do not have the right to review: (1) confidential letters or statements of recommendation received prior to January 1, 1975, or (2) Financial Aid forms (FAF). FERPA does not govern the right to review medical or psychiatric files maintained by counselors or other professionals.

In the event a student or eligible parent wishes to inspect a particular document in a file (or the complete file), a request should be submitted in writing to the College official in charge of the office holding the records. The College will respond to the request within 45 days of receipt. The College will provide explanations or interpretations of records upon reasonable request and will provide copies of records if necessary to enable a student or parent to exercise a right of review. Copies will be provided at the charges described in Section F.

### **E. PROCEDURES FOR CHALLENGING THE CONTENT OF THE RECORDS**

Students have the right to challenge the contents of the file, which has been reviewed. If there is a problem, the student should ask the College to amend the records; we

expect that in most cases agreement will be reached with students informally. Should this not be the case, however, students also have the right to place a statement in the education records of the student commenting upon information in these records and setting forth any reasons for disagreement. If a student's educational records contain such an explanatory statement, the explanation shall be retained as long as the College retains the record and shall be disclosed to any person also receiving the contested portion of the education records.

Additionally, when disputes between the College and students about the contents of educational records are not resolved informally, the student is entitled to a formal review of the complaint. A request for such a review should be made in writing to Barre Stoll, Dean of Student Life, who is designated as the College's hearing officer in matters pertaining to this legislation. If a hearing is requested, the College will inform the participants of the procedures to be followed pursuant to FERPA. Unless otherwise agreed, the review will take place within ten working days following which the petitioner(s) will be advised in writing of the College's decision.

Complaints regarding violations of students' rights under FERPA also may be made to:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-5920

The Family Policy Compliance Office will investigate complaints and notify the institution if there has been a failure to comply. The Office also has enforcement powers, which it can exercise under appropriate circumstances. Additional information on this subject can be obtained at <https://studentprivacy.ed.gov/ferpa>.

#### **F. COST OF REPRODUCTION OF DOCUMENTS**

The following charges will be made for copying file documents: \$3.00 for each transcript of Reed work, \$5.00 for each rush copy of transcript of Reed work, and \$0.25 per page for other materials. In addition, a copy of the record will not be made if satisfactory arrangement for the payment of all bills due the College has not been made.

#### **G. CATEGORIES OF INFORMATION DESIGNATED "DIRECTORY INFORMATION" AND, CONSEQUENTLY, SUBJECT TO DISCLOSURE**

Reed considers the following to be public information and will release it without student consent: name, dates of attendance, full- or part-time status, campus mailbox number, email address, local address and phone, permanent address and phone, major, degree and date awarded, last institution attended, honors awarded, and participation in recognized Reed College programs. A student may instruct the college to withhold all public information by submitting instructions in writing to the registrar within the first 10 class days of instruction.

Reed College's directory is available through the "Integrated Reed Information System" (IRIS). It includes the student's name, pronouns, Reed email address, campus mailbox number, and photo.

Students are advised at the time of registration that this information will be included in the directory unless the College is specifically instructed not to do so. The student may omit all but the name from the directory for viewing outside the College. Students may authorize the registrar's office to release their class schedule on request.

## **H. GENERAL DISCLOSURE POLICY**

As a general policy, the College will not disclose educational records to anyone other than the student or parent(s) and the officials described in this policy. The College may, however, release educational records without prior written consent of the student: (1) to government officials entitled to the information by law, (2) to accrediting organizations, (3) to organizations conducting studies for the College in connection with the development of predictive tests, administration of student aid programs and improvement of instruction, and (4) in compliance with judicial order to subpoena, subject to FERPA's restrictions on the use of records. The school may also forward certain records on request to any school in which the student seeks to enroll. Please note that the College may release personally identifying information in an emergency situation if the College believes in good faith that knowledge of the information will protect the health or safety of a student or others.

## **VIII. C. INTELLECTUAL PROPERTY RIGHTS**

*(Source: Marty Ringle, Nigel Nicholson, and Lorraine Arvin, March 2018)*

This Intellectual Property Rights Policy ("Policy") sets forth the policy of Reed College ("Reed" or the "College") with respect to ownership and rights in Intellectual Property created by members of the Reed community.

### **1. POLICY AND PROCEDURE OBJECTIVES**

The purposes and objectives of this policy and procedure are to:

1. enable the College to continue to foster the free and creative expression and exchange of ideas;
2. preserve traditional College practices and privileges with respect to the creation and dissemination of scholarly works by all members of the College community including faculty, students and staff;
3. establish principles and procedures for administering Intellectual Property produced at the College;
4. protect the creative works of authors and the College's assets; and
5. establish principles governing the equitable allocation of value generated by those creative works.

### **2. POLICY STATEMENT**

#### **A. General Policy**

It is the policy of the College to encourage creative works by all members of the Reed community. In keeping with tradition, the College does not claim ownership of faculty authored books, articles and similar works, the intended purpose of which is to disseminate the results of academic research or scholarly study, or of popular nonfiction, novels, poems, musical compositions, or other works of artistic imagination which are not institutional works. Accordingly, all Intellectual Property rights in such creative works are the property of the inventor/creator except as indicated in this Policy.

#### **B. Scope**

This Policy applies to all Members of the Reed Community, which includes faculty, emeritus faculty, affiliated scholars, staff, administrators, and students. Each Member of

the Reed Community shall be subject to this policy as a condition of his or her continued employment, enrollment, or other association with the College.

### **C. Definitions**

For purposes of this Policy: (1) "Intellectual Property" means all rights in inventions, processes, works of authorship, know-how, trade secrets, trademarks, service marks, rights of publicity, or similar rights, including patent rights, copyrights, and any other form of intellectual property protection; (2) "Invention" means any invention, process, machine, article of manufacture, know-how or concept that may have commercial value, whether or not patentable; (3) "Work" means any original work of authorship eligible for protection under U.S. copyright law; and (4) "Creator" means the inventor of an Invention or the author of a Work, as applicable.

## **III. COLLEGE RIGHTS**

### **A. Work for Hire**

Except as provided in Section IV with respect to faculty and student works, the College shall own all Inventions and Works created in the course of the Creator's employment. For instance, work assigned to staff programmers or website developers is "work for hire" as defined by law (regardless of whether the work is in the course of sponsored research, unsponsored research, or non-research activities), and the College owns all rights in such Works.

### **B. Commissioned Works of Non-Employee Contractors**

Commissioned works of non-employee contractors are owned by the Creator and not by the commissioning party, unless there is a written agreement that specifies other terms of ownership. When the College engages a contractor, therefore, the policy of the College is to require the contractor to agree in writing that ownership is assigned to the College.

Examples of works which the College may commission non-employee contractors to prepare are:

- illustrations or designs
- artistic works architectural or engineering drawings
  
- computer software
- reports by consultants or subcontractors
- online content and design.

### **C. Video-Capture and Related Distribution Technology**

Any use of video-capture or other technology for the purpose of distributing classroom, laboratory, or other instructional content outside of the College must be approved by the Dean of Faculty, who shall, in conjunction with the Vice President/Treasurer, determine the conditions under which such activity may occur and decide matters of ownership and distribution.

### **D. Projects Commissioned by the College**

Research and scholarly projects specifically commissioned by the College shall be owned by the College. All individuals who participate in such projects must sign an agreement with the College under which the Intellectual Property rights resulting from such projects are assigned to the College.

## **E. Intellectual Property Developed with Substantial College Support**

The College shall own all Intellectual Property rights in Inventions or Works developed with substantial College support unless there is a prior written agreement that specifies other terms of ownership. All individuals who participate in such development must sign an agreement with the College under which the Intellectual Property rights resulting from such development are assigned to the College. Examples of substantial support include but are not limited to:

1. investment of College funds for technology development;
2. use of College release time for technology development;
3. material use of pre-existing Intellectual Property owned by the College;
4. substantial use and/or the assistance of College support staff; or
5. substantial use of computer hardware, software, contracted services, or other technological resources.

## **F. Patentable Inventions**

For any Intellectual Property consisting of a potentially patentable Invention, the rights to which are owned by the College under this Policy, the inventor agrees to: (a) promptly notify the College of the existence of the Invention; (b) maintain the confidentiality of the Invention for a reasonable period of time to enable the College to evaluate the value and patentability of the Invention; (c) provide the College with whatever background information and research may be reasonably necessary for the College to evaluate the value and patentability of the Invention; and (d) execute such documents and take such actions as the College may reasonably request, at the College's expense, to enable the College to apply for and obtain patent protection for such Invention.

## **IV. RIGHTS OF OTHERS**

**A.** The rights of faculty and students under this Section IV are subject to the rights of the College under Section III.

### **B. Faculty Works**

The College does not claim ownership of faculty authored books, articles and similar works, the intended purpose of which is to disseminate the results of academic research or scholarly study.

### **C. Student Works**

The College does not claim ownership of student Works created in the course of their education, such as papers, lab reports, theses, software, or other curricular assignments. However, students do not own the Intellectual Property rights in projects developed with substantial College support as described in Section III(E). Software that is jointly developed by students with Reed faculty or staff shall be owned by the College unless a prior agreement between the Creators and the College specifies other terms of ownership.

### **D. Other Works**

The College claims no ownership of popular nonfiction, novels, poems, musical compositions, or other works of artistic imagination created by faculty members or created by students in the course of their education.

## **V. DISTRIBUTION OF ROYALTIES OR OTHER PROCEEDS**

## **A. College Owned Works**

The College shall have sole discretion to decide whether and in what manner it will seek to commercialize or otherwise exploit Intellectual Property owned by the College. In the event the College receives royalty or other income from Inventions or Works created by a member of the Reed Community, the College may, but shall not be required to, share such income with the Creator. In making this determination, the College will be guided by its mission set forth above, and well as the College's interest in prudently managing College assets.

Where the College elects to commercialize Intellectual Property owned by the College, and royalties or other considerations generated will be shared with the Creators, the Creators of the work will receive 2/3 of the net proceeds received by the College unless otherwise agreed. For the purposes of this policy, net proceeds is defined as the total income generated by the sale, licensing, or distribution of the work, less out-of-pocket expenses incurred by the College in registering the copyright, procuring the patent, or otherwise protecting the Intellectual Property, and any administrative expenses in conjunction with the sale or licensing of the work, and the collection of royalties.

Creators of the work may be students, faculty, and staff of the College, or any combination thereof. When more than one Creator is involved, the responsibility for determining the relative distribution among the Creators rests solely with the Creators.

## **B. Faculty and Student Owned Works**

In the case of Inventions or Works owned by faculty members or students, the Creator shall have sole discretion to decide whether and in what manner he or she will seek to commercialize or otherwise exploit the Intellectual Property. When more than one Creator is involved, the responsibility for determining the relative distribution of royalty or other income among the Creators rests solely with the Creators. In the case of a derivative work, the Creator of the derivative work must negotiate an acceptable agreement with the Creator of the original work. In any event, the College assumes no responsibility or liability in disputes among Creators concerning their royalty sharing.

## **VI. ADMINISTRATION OF POLICY**

### **A. Determination of Ownership and Policy in Unclear Cases**

In all cases where the College claims ownership or other rights, questions of ownership or other matters pertaining to Intellectual Property covered by this Policy shall be resolved by the Dean of Faculty in consultation with the Vice President/Treasurer. In cases where the College claims no interest, questions shall be resolved by the Creators in accordance with principles of Intellectual Property law.

### **B. Commercialization Options**

For Inventions or Works owned by a Creator, the Creator has the following options for protection and commercialization.

#### **1. Commercialization by the Creator**

A Creator who wishes to protect or commercialize Inventions or Works made in the course of academic research or scholarly study at the College may do so at his or her own expense. The Creator is required to inform (in writing) the Dean of Faculty and Vice President/Treasurer of the Creator's plan for protection and/or commercialization.

#### **2. Commercialization by the College**



If a Creator wishes the College to protect or commercialize Inventions or Works owned by a Creator, the College may, but is not required to, undertake such efforts pursuant to the College's then-current policies and procedures.

### **C. Protection of Intellectual Property**

1. Applications to register Intellectual Property in the name of the College are subject to the College's then-current policies and procedures. No application may be filed in the College's name without prior approval of the Vice President/Treasurer.
2. Any publication of a Work owned by the College shall bear a copyright notice as follows:  
Copyright or © (year) The Reed Institute dba Reed College, All Rights Reserved.  
The date in the notice should be the year in which the work is first published, i.e., distributed to the public or any sizeable audience.

### **VII. SPECIAL NOTES**

1. The basic purposes of the College always take precedence over Intellectual Property considerations. While the College recognizes the benefits of Intellectual Property protection and commercialization, it is most important that the direction of College research not be established or unduly influenced by such considerations.
2. The College in all events shall have the right to perform its obligations with respect to Intellectual Property under any contract, grant or other arrangement with third parties, including sponsored research agreements, license agreements and the like, including any obligation to report Inventions.
3. College resources are to be used solely for College purposes and not for personal gain or personal commercial advantage, nor for any other non-College purposes.

### **VIII. D. RESEARCH MISCONDUCT POLICY**

*(Source: Approved by the Reed Faculty, April 13, 2015)*

#### **Research Misconduct Policy**

##### **1. Preamble**

Reed College's Mission statement describes the College as committed to "the intrinsic value of intellectual pursuit and governed by the highest standards of scholarly practice, critical thought, and creativity." Consistent with this commitment, the College holds its faculty, research staff and students to the highest ethical standards in the conduct of research. Reed College investigates allegations of research misconduct with due care for the rights of those accused, those making the allegations and the College itself. This policy is intended to fulfill the responsibilities laid upon the College by Public Health Service Policies on Research Misconduct (including 42 CFR Part 93), as well as the applicable regulations on research misconduct of other federal agencies. The policy applies, however, to all faculty, research staff and students engaged in research at Reed College, and not just those engaged in federally funded research. This policy will be made available to members of the Reed community and the public on the Dean of Faculty's website.

##### **2. Scope and Definitions**

This policy outlines the procedures to be followed in response to allegations of research misconduct brought against Reed faculty, research staff or students. In the case of students, if the work involved has been produced as part of a course, the procedures in Chapter VI of the Faculty Code should be followed.

Research misconduct means (1) fabrication, falsification or plagiarism in proposing, performing, or reviewing research, or in reporting research results, or (2) material failure to comply with federal requirements for the protection of human or animal research subjects.

The following do not constitute research misconduct:

- Honest error.
- Differences of opinion.
- Conduct that does not significantly depart from accepted practices within the relevant research community.
- A material failure to comply with federal requirements for the protection of human or animal research subjects that is not intentional or grossly negligent.

False allegations of research misconduct that are capricious or malicious and are made from within the College are subject to the appropriate grievance procedures. When made from outside the College, they will be reported to the relevant institutional authorities.

### **3. Procedure**

Formal allegations of research misconduct should be brought to the Dean of Faculty in accordance with sections F, G and H of the College's Rules of Procedure, and will be addressed in accordance with those Rules of Procedure, with the following modifications, specifications or additions:

- Persons who are not Reed College students, staff or faculty may submit a formal signed allegation of research misconduct to the College through the Dean of Faculty. The Dean of Faculty or a designee will pursue the allegation through sections F, G and H of the College's Rules of Procedure where appropriate.
- In conjunction with the procedures for investigating research misconduct, the Dean of the Faculty is responsible for complying with applicable federal regulations, including notifying sponsoring agencies, when required, at the appropriate time.
- If at any time, it appears that there is the possibility that the alleged misconduct violated federal, state or local criminal statute, College Counsel must be consulted immediately to determine further action.
- Allegations of research misconduct on the part of the Dean of the Faculty should be submitted to the College through the Chair of the Grievance Review Panel.

## **VIII. E. CONFLICT OF INTEREST POLICY AND PROCEDURES**

*(Source: Approved by the Board of Trustees on February 9, 2008; amended February 6, 2016)*

## **TRUSTEES AND OFFICERS.**

The Trustees and Officers of The Reed Institute d/b/a Reed College (the “College”) are elected to serve the College, and are expected to carry out their duties in a manner that inspires and assures the confidence of the College and the broader community. All actions by Trustees and Officers with respect to the College and its property must be taken solely on the basis of a desire to advance the best interests of the College.

Trustees and Officers shall not use their positions as such, or knowledge gained therefrom, so that a conflict might arise between the interests of the College and the individual interests of the Trustees or Officers.

It is understood that the College’s Trustees and Officers will be involved in the affairs of other institutions, organizations and businesses. These relationships and affiliations may raise questions from time to time about perceived conflicts of interest. Although many such potential conflicts are and will be deemed inconsequential, each Trustee and Officer has the responsibility to ensure that the Board is made aware of situations that involve personal, familial or business relationships that could be troublesome.

Thus, the Board requires each Trustee and Officer to (a) confirm that he or she is familiar with this policy, (b) disclose to the Board Chair any possible personal, familial or business relationships that might give rise to a conflict of interest or the appearance of a conflict of interest involving the College, and (c) agree to serve only in accordance with the letter and spirit of this policy. A form for this purpose is attached, and shall be completed by each Trustee and Officer at least annually.

A “business relationship” is one in which a Trustee or a member of his or her family serves as an officer, director, employee, partner, member, trustee or significant stockholder of an organization that does business with the College.

A “family member” is a spouse, parent, sibling or child of a Trustee or Officer, or any other relative living in the Trustee’s or Officer’s household.

If a Trustee or Officer is uncertain whether to disclose a particular relationship, the Board Chair should be consulted. The Chair may elect to seek the judgment of the Executive Committee in determining whether a relationship gives rise to a conflict of interest or should otherwise be disclosed to the Board. The Chair and the Executive Committee shall keep any consultation confidential unless and until they determine that the best interests of the College require disclosure.

A Trustee or Officer who has a conflict of interest shall not participate in any consideration by the Board of, or otherwise be involved in decision-making with respect to, a matter relating to the conflict.

The foregoing policy is intended to supplement but not replace (a) any federal or state laws governing conflicts of interest applicable to the College, or (b) the provisions of the College’s constitution and bylaws relating to conflicts of interest.

## **FACULTY**

### **Background and General Policy**

*(Source: Approved by the Board of Trustees on April 22, 1995)*

It is the policy of the College to ascertain and deal with situations in which the personal or financial interests of individual faculty members may be in conflict with the interests of the College. It is also the policy of the College to adopt and implement policies

and procedures required by governmental and other agencies that fund research or educational activities through the College.

In order to ascertain potential conflict of interest situations, the College requires disclosure of financial information from faculty members when an actual or potential conflict of interest situation may be presented. It is not possible to catalog all of the potential conflict of interest situations that may occur. Generally speaking, a conflict may exist in any situation in which the resources of the College, whether cash, physical facilities, equipment, or human resources, including grant funding from public agencies, is being used by a faculty member on a project in which the faculty member (including immediate family) has a separate personal interest, usually financial in nature. Some of the more likely situations to occur are enumerated in subsection b. below.

Faculty members should not hesitate to ask for guidance from the Dean of the Faculty in situations not specifically described in this policy and procedure statement. Faculty members can be subject to the ordinary disciplinary process of the College if they fail fully and truthfully to disclose conflict of interest situations, and could be subject to criminal sanctions or civil liability under federal or state law as well.

Once disclosed, it is the policy of the College to deal with the conflict in an appropriate manner. Any review of a potential conflict of interest will be undertaken in the light of four general propositions. First, conflicts of interest per se are inevitable, and do not represent any impropriety by faculty members if disclosed in advance. Second, the failure to disclose a conflict of interest for administrative review and response would be a serious mistake for any faculty member. Third, there is a presumption in favor of allowing faculty members to act in dual roles once the conflict of interest has been disclosed. Fourth, conflicts of interest may be so profound under some circumstances that it would be best for all concerned if the faculty member did not participate in a particular transaction.

**Occasions Requiring Filing of Disclosure Forms.** Although other situations may arise which could also require filing disclosure forms, the following circumstances require prompt filing of disclosure forms upon occurrence of the applicable circumstance:

- If you become aware of a conflict between your personal financial interests and those of the College in the course of your ongoing work;
- If you wish to use College facilities, equipment or personnel for your outside consulting or business activities;
- If you wish to employ or use students, residents, or fellows in any research work related to or supported by an outside firm in which you have an interest;
- If you are asked to represent or assist the College in important business decisions dealing with outside entities;
- If you are an "investigator" (as defined in NSF Grant Policy Manual, Section 310) or in another capacity responsible for the design and conduct, or reporting of research or educational activities funded or proposed for funding by NSF or other governmental agency; or
- If you have filed a conflict of interest disclosure form during the previous year that showed the occurrence or continued existence of circumstances that required the filing of a conflict of interest disclosure form.

**What to File.** If you are required to file, you should use the form attached to this policy statement ([download](#)). In responding to the questions on the form, please refer to the

guidelines contained in the attachment to the form entitled "Scope of the Particular Questions."

**Where to File.** If you are required to file a form under subsection b above, you should file with the Dean of the Faculty.

**Reviewing Authority.** Each disclosure form filed will be reviewed by the Dean of the Faculty (the "**Reviewing Authority**"). The Reviewing Authority shall determine whether any conditions or restrictions need be imposed to manage, reduce or eliminate actual or potential conflicts of interest. Such conditions and restrictions might include, without limitation, the following:

- public disclosure of significant financial interests;
- monitoring of research by independent reviewers;
- modification of the research plan;
- disqualification from participation in the portion of an NSF- funded project that would be affected by significant financial interests of the participant;
- divestiture of significant financial interests; or
- severance of relationships that create actual or potential conflicts.

If the Reviewing Authority determines that imposing conditions or restrictions would be either ineffective or inequitable, and that the potential negative impacts that may arise from a significant financial interest are outweighed by interests of scientific progress, technology transfer, or the public health and welfare, then the Reviewing Authority may allow the research to go forward without imposing such conditions or restrictions.

**Appeal.** Any decision by the Reviewing Authority may be appealed in writing by the faculty member or other affected person to the Appeals and Review Committee. The written appeal must be received within 30 calendar days of the decision. The Appeals and Review Committee shall recommend action to the President, whose decision shall be final.

**Actions.** Actions may be taken by the Dean of the Faculty for failure to comply with any conditions or restrictions imposed by a final decision of the Reviewing Authority or, in the event of appeal, by the President. Appropriate actions may include, without limitation, any of the following:

- removal from any committee or other group, participation in which gives rise to the potential or actual conflict of interest;
- discontinuance of the research or other activity, participation in which gives rise to the potential or actual conflict of interest;
- notification to NSF or other funding agency for a project, participation in which is the cause of the potential or actual conflict of interest;
- request to NSF or other funding source to discontinue funding of a project, participation in which has given rise to the potential or actual conflict of interest;
- termination of use of any College facilities, equipment, personnel and other resources for continuation of any project, participation in which has given rise to the potential or actual conflict of interest; and/or
- forfeiture of any funding controlled by the College from and after the date of failure to comply with any conditions or restrictions imposed by the Reviewing Authority or, upon appeal, the President.

**Retention of Records.** The College will maintain in the office of the Dean of the Faculty all conflict of interest questionnaires, report forms and related files, and all actions taken to resolve actual or potential conflicts of interest, for a period of **three** years from the date of resolution of such particular conflict of interest matter. In the case of conflict of interest matters pertaining to NSF grants or grants by other agencies, the records shall be retained until at least three years after the later of (a) the termination or completion of the award to which they relate, or (b) the resolution of any action involving those records, or (c) such longer period as the applicable agency shall require.

## **NONACADEMIC PERSONNEL.**

The policies in this section are applicable to College personnel other than directors, officers and faculty. The College recognizes that the good judgment of its staff is essential, and that no list of rules or guidelines can provide direction for all the varied circumstances that may arise.

### **Guidelines.**

Each staff member has a duty to act in the best interests of the College.

Staff members who have, directly or through family or business connections, an interest in suppliers of goods or services, or in contractors or potential contractors with the College, should not undertake to act for the College in any transaction involving that interest. No staff member shall participate in the selection, award or administration of a contract with any party with whom he or she is negotiating respecting potential employment or has any arrangement concerning potential employment.

Staff members shall avoid outside employment or business activity involving obligations which may in any way conflict, or appear to conflict, with the College's interests, including its interest in the full- or part-time, as the case may be, services of its staff members. Directorships or consultation arrangements for which the staff member will receive compensation should be cleared with the staff member's responsible vice-president who shall consult in each instance with the Vice-President/Treasurer of the College.

Each staff member shall provide full disclosure of any business or financial enterprise or activity in which he or she is involved which might influence, or might appear to have the capacity to influence, his or her official decisions or actions on College matters. Disclosure shall be in writing tendered to the staff member's vice-president who shall consult in each instance with the Vice-President/Treasurer of the College.

Staff members shall refrain from personal activities, including but not limited to the purchase or sale of securities, real property or other goods or services, in which they could use, or might appear to have the opportunity to use, for personal gain, confidential information or special knowledge gained as a result of their relationship with the College.

Each staff member shall refrain from unauthorized disclosure of nonpublic information concerning the College's intentions, its investments, its property development, sale or acquisition, its purchasing or its contracting activities.

No staff member shall make unauthorized use of College resources for his or her personal benefit or for the benefit of any other person.

It is sound practice to discourage personal gifts and favors from people with whom the College has a business relationship. Personal gifts of more than nominal value should

be tactfully declined or returned, to avoid any appearance or suggestion of improper influence. Those staff members involved in the awarding or administration of contracts using federal or other governmental funds should keep in mind that they are prohibited by law from soliciting or accepting gratuities, favors or anything of monetary value from contractors or potential contractors.

No staff member shall act in any College matter involving a member of his or her immediate family including but not limited to matters affecting such family member's employment, evaluation or advancement in the College, without first making full disclosure in the manner described in subparagraph iv above. Such disclosure shall include the nature of the familial relationship and the impact or potential impact of the staff member's action on such family member.

In any case in which a staff member believes that his or her conduct or activities may conflict with these guidelines, may appear to conflict with these guidelines or may otherwise create a conflict of interest or the appearance of a conflict of interest, the staff member should disclose the details of his or her situation in the manner described in subparagraph iv above.

## **VIII. F. USE OF CAMPUS FACILITIES**

*(Source: Varies)*

### **Sports Center:**

**Students who are currently registered** have free access to all Sports Center facilities.

**Students on official leaves of absence** must obtain a card for the Sports Center from the Director or Associate Director of Physical Education. This card will allow them access to the Sports Center whenever the facilities are open. They may take a PE class provided they register as an audit and pay the audit class fee. A student is only considered on leave for one year; at the end of that year they must obtain an alumni card and use the Sports Center during the posted alumni hours.

### **Library:**

Currently registered students have free access to Library facilities.

Alumni of the College are granted borrowing privileges. Alumni simply show their alumni card to the person at the front desk and may check books out for 28 days. They cannot use any other services such as interlibrary loan. Students on official leaves of absence are allowed to borrow books.

### **Ski Cabin:**

The Ski Cabin is not governed by an official policy. It is available to anyone connected to the Reed community including current students, alumni, and their friends.

### **Computer Usage:**

*(Source: Information Technology, 2007)*

Faculty and staff at Reed have free access to all public computing resources.

Students who are currently registered at Reed have free access to all public computing resources except laser printing. Students receive an annual allotment of free printing: \$40 for seniors, \$20 for all others. Additional printing is billed to students' accounts.

Students who are on official leave lose their computing privileges (except for Reed email addresses from which they can forward email to off-campus accounts). Students on leave who wish to retain computing privileges may request an exception from the Dean of Students.

Alumni may use the campus network and computer labs. They must request access in person at the Help Desk and sign a Computer User Agreement. Alumni computing privileges lapse after 180 days but are renewable. Alumni have no printing privileges and must defer to current students in the use of computer lab facilities.

Guests may have limited access to online library resources, the web, and campus information kiosks as permitted by college policies.

Alumni, guests, and others may be granted additional computing privileges in special circumstances by Information Technology (IT). The College reserves the right to deny computing access to anyone in violation of college computing policies.

Additional information about access to computing facilities is available online at: <http://www.reed.edu/it/help/index.html>.

### **Conference and Events Planning Office (CEP):**

*(Source: CEP July 2005)*

The use of campus facilities and grounds by College and outside organization is handled on a priority basis:

#### 1. First Priority

Regularly scheduled classes and activities carrying academic credit

#### 2. Second Priority

Meetings, programs and events created, funded and scheduled by Reed College-recognized student organizations and departments, for Reed College students, faculty, or staff for internal college organization functions.

#### 3. Third Priority

Outside organizations if the following conditions are met:

1. The facility requested is not anticipated to be needed for a regularly schedule college function;
2. The event is sponsored by: a faculty or staff department; a student organization with recognized college status; an academic organization by arrangement through the faculty advisor; a group of students, provided a petition signed by five percent of the student body is presented to the CEP.

#### 4. Fourth Priority

If not required for the three priorities listed above, college facilities may also be available to non-college organizations for a rental fee on a case-by-case basis. As a general rule, facilities will not be rented during the academic year except during academic breaks.

Use of college facilities will not be authorized for activities raising money, including political fund raising, except when authorized in junctions with an event.



## **Commons:**

The Commons is "open," meaning that anyone connected to the Reed community is allowed access to the Commons dining area during meals.

## **Kaul Auditorium and Gray Center Foyer and Lounge**

*(Source: Office of the Dean of the Faculty, 2/20/98)*

The College wants and encourages members of the Reed community, including student groups and organizations, to make use of the new Kaul Auditorium and the Gray Center Foyer and Lounge. It is a wonderful new space on campus from which we hope the entire community benefits. Normally, the auditorium is booked months in advance for most weekend nights and many weeknights. Groups wishing to use the auditorium will need to plan well in advance. The following guidelines will be used for all events.

1. This is a non-smoking facility and all groups or organizations using the auditorium are required to have a means in place for enforcing this policy.
2. Alcohol can be distributed and consumed during events only when the distribution is licensed according to Oregon Liquor Control Commission (OLCC) guidelines and Bon Appetit is the distributor. The distribution and consumption must take place in a clearly separated part of the building to which access is given only to those of legal age.
3. All events held in the auditorium must end by 12:30 a.m.
4. The auditorium will be staffed at all times by a college employee(s) whose salary will be paid by the sponsoring group or organization.
5. The individual, group, or organization sponsoring the event is financially responsible for any special set up, security, clean up, damage or theft which occurs.
6. No food or drink will be permitted in the auditorium at any time, unless it involves an event explicitly designated with such use in mind.
7. All student reservations for using the auditorium or lounge should be initiated through the office of the Director of Student Engagement at least two weeks in advance of the event.
8. The auditorium will only be reserved for groups needing this size and type of space. Other needs will be met through other College facilities.
9. The following specific policies govern the use of the auditorium for music performance by Reed students and faculty:
  1. Performers who teach in Reed's applied music program may be permitted to schedule recitals in the auditorium if they can demonstrate strong reasons (e.g. seating capacity, acoustics, etc.) for using the auditorium instead of some other on-campus facility and if such recitals fit into the overall schedule for the hall. Based on these general considerations, the Director of Conference and Events Planning will be responsible for deciding whether or not such recitals can take place in the auditorium.
  2. Performers who teach in Reed's applied music program and who are permitted to schedule recitals in the auditorium may be exempt from rental fees, at the discretion of the Director of Conference and Events Planning.

3. No student recitals will be held in the auditorium, except for serious piano students who would clearly benefit from using the concert grand piano.

10. As a rule, Kaul Auditorium will be governed by the standard College policy that facilities are not rented to external groups during the academic year. But the Director of Conference and Events Planning may consider, and bring to the President, exceptions to this policy.

11. No fees shall be charged for admission to events, except by prior arrangement with the Director of Conference and Events Planning. If such an event is approved, normal rental fees will apply.

12. Technical support to the audio-visual and/or lighting systems in the auditorium must be coordinated by Reed's Audio Visual Services Department.

13. Points 1-10 above are guidelines. In all cases, final decisions regarding the use of the auditorium will be made by the President or by the President's designee.

## **VIII. G. SMOKING**

### **Reed College Smoking Policy**

*Approved by the Community Affairs Committee and by the Student Senate February 28, 2014.*

*Approved by the Faculty March 3, 2014.*

*Revised Policy Approved by the Student Senate February 26, 2016.*

*Approved by the Faculty March 7, 2016.*

***Effective August 29, 2016***

#### ***Preamble***

We, as a community, believe in the right of all members of the Reed College community and all visitors to campus to be able to conduct their affairs without unwillingly being exposed to second-hand smoke. The purpose of this policy is to express the need to protect this right while recognizing the individual freedom of those who choose to smoke. This policy does not replace the Honor Principle; rather, it articulates a community norm that requires each individual to recognize a certain right and to act accordingly.

For purposes of this policy, the term "smoking" means inhaling, exhaling, burning, carrying or possessing any lighted tobacco or marijuana product, or the use of smoking devices or equipment that includes, but is not limited to cigarettes, cigars, hookahs, pipes, and inhalant delivery systems (e.g. e-cigs, vaping equipment).

#### ***Primary policy***

1. Smoking is prohibited within 10 feet of the architectural footprint of all campus buildings. For the purposes of this policy, all entrances, exits, operable windows, air intakes, porches, covered walkways and overhangs of a building are included in its footprint.

2. Smoking is prohibited on all campus bridges, and within 20 feet of the Health and Counseling Center and the Growing Seeds Childcare Facility.

3. Smoking is prohibited on all campus walkways and footpaths, including those in the canyon, between the hours of 7 a.m. and 7 p.m. To ensure every community member's right to breathe smoke-free air while using pathways during these hours, community

members who smoke should consciously observe a reasonable distance away from pathways that respects the designation of pathways as smoke-free. Between 7 p.m. and 7 a.m., community members who choose to smoke on pathways should avoid the unwilling exposure to secondhand smoke of others who may be sharing those pathways. At all times, community members who choose to smoke in parking lots, on roads, and on residence hall patios, should avoid the unwilling exposure to secondhand smoke of others who may be sharing that space.

A. Smoking is prohibited between the hours of 7 a.m. and 7 p.m. in the GCC quad except within a provided weather shelter. In the event that there is insufficient space within the shelter, smoking will be permitted in the immediate vicinity, but no more than five feet beyond the perimeter of the shelter when possible.

4. Community members who smoke shall dispose of the remnants of their smoking in appropriate receptacles.

A. Receptacles will be made available in close proximity to spaces where smoking is permitted by this policy.

5. All members of the community have the right to engage any person observed to be in violation of this policy. However, the obligation to adhere to the policy rests upon the person smoking regardless of whether anyone requests that they move or dispose of the remnants of their smoking appropriately.

Any person in violation of this policy who refuses to adjust their behavior after engagement by a community member, including Community Safety Officers (CSOs), may have their information recorded by CSOs for the purposes of tracking repeat offenders or identifying geographical areas with high concentrations of violations.

A. Staff: The Office of Community Safety may forward information about violations of this policy by staff to the Director of Human Resources (or designee) who may forward this information to the staff's direct supervisor.

B. Faculty: The Office of Community Safety may forward information about violations of this policy by faculty to the Dean of the Faculty (or designee).

C. Students: The Office of Community Safety may forward information about violations of this policy by students to the Dean of Students (or designee).

i. Students who repeatedly or egregiously violate this policy may be asked to speak with the Dean of Student Life (or designee) to discuss the consequences of violating this policy in such a manner. Ramifications may include but are not limited to mediation coordinated and facilitated by the Office of Student Life or a behavioral contract that outlines clear expectations and any possible corresponding consequences for the violation of those expectations. Violations of this policy that occur in Reed's residential facilities may also result in consequences outlined in the housing contract.

ii. If an individual staff member or group of staff members representing the Office of Student Life in the enforcement of this policy is unable to reach resolution as outlined in 5.C.i or believes that a violation of the Honor Principle has occurred, they may initiate any aspect of Reed's Honor Process deemed appropriate in the relevant community and judicial documents.

D. Community members found by CSOs to repeatedly violate this policy may receive a notification from Community Safety that includes the incident report(s) and a copy of this policy.

6. In its restrictions on smoking, this policy may exceed, but will in no way negate, any aspect of the relevant local, state or federal smoking laws.

### **Shelters**

The college will provide weather shelters for smoking that will be placed in areas in which community members may smoke without causing unwanted second-hand exposure to smoking byproducts.

Members of the community may propose additional locations for shelters to the Physical Plant Committee, who will make recommendations to the President. The President will have final authority in designating and decommissioning weather shelter locations.

### **Dissemination**

At the beginning of each academic year, all students, faculty, and staff will receive a copy of this policy governing smoking on campus. The college should make available to all community members information regarding smoking cessation programs and resources.

## **VIII. H. ANIMALS**

### **Animal policy**

*Passed by the Student Senate April 28, 2014 and accepted by the Faculty May 16, 2014*

*Amended policy passed by the Student Senate November 21, 2014 and accepted by the Faculty December 1, 2014*

#### **I. Introduction**

All members of the Reed College community are responsible for the conduct and condition of the animal(s) they own. All members of the Reed College community and all visitors to the campus are bound by this policy and the applicable Multnomah County Code (Chapter 13: Animal Services).

The purpose of this policy is to provide a set of reasonable guidelines for acceptable behavior of any animal that visits the Reed College campus and to outline repercussions that may follow any deviations from these guidelines. It is also intended to serve as a clarification of the obligations of animal owners to the Reed community and the animals they are responsible for.

This policy pertains to the internal governance of the Reed College community and to the governance of non-human animals on Reed property. Its provisions shall be considered binding for all community members, which includes staff, faculty, and students of the College, as well as visitors to campus.

Reed College is committed to compliance with state, federal and local laws regarding individuals with disabilities and making reasonable modifications to its rules, policies and practices as required by law to afford persons with disabilities equal opportunity access to its programs, services and activities. This policy should not be construed to abridge or supersede any rights or responsibilities put forth in any local, state, or federal laws, including but not limited to the Americans with Disabilities Act, Section

504 of the Rehabilitation Act, or the Fair Housing Act. This policy is intended to supplement processes and procedures developed by Disability Support Services, Human Resources and Community Safety for the purpose of implementing and coordinating the reasonable accommodation process for students, faculty, staff and visitors to the Reed campus.

**Students** who seek reasonable accommodation for a disability, including bringing Service or Support Animals to campus or College housing should contact Disability Support Services at [disability-services@reed.edu](mailto:disability-services@reed.edu) or 503-517-7921 for additional information or to report concerns about disability discrimination or harassment.

**Faculty or staff** who seek reasonable accommodation for a disability, including bringing Service or Support Animals to campus should contact Human Resources at [HR@reed.edu](mailto:HR@reed.edu) or 503-777-7775 for additional information or to report concerns.

**Visitors** bringing Service or Support Animals to campus may contact the Office of Community Safety at 503-517-5355 for additional information or to report concerns.

Further, this policy shall annul and supersede any other animal policies currently in existence at Reed College, with the exception of any applicable Reed College Housing Contract, with which the provisions of this policy are intended to be consistent. Finally, this policy is not intended to govern the use of animals in research or teaching.

## II. Definitions

a. **Handler:** A handler is a person that assumes responsibility for an animal. This includes but is not limited to a pet-sitter or dog walker.

b. **Owner:** The person ultimately responsible for the licensing, behavior, actions, medical care, shelter, and general health of their animal.

c. **Service Animal:** A service animal is defined by the American with Disabilities Act to be limited to certain species, and individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items. For the purposes of this policy, the definition of a service animal shall remain consistent with the ADA definition, as published on the ADA website ([http://www.ada.gov/service\\_animals\\_2010.htm](http://www.ada.gov/service_animals_2010.htm)). In addition, "Service Animal" shall also mean trained animals used by government agencies in police and rescue work (Multnomah County Code, 13.002 Definitions).

Service Animals are permitted to accompany persons with disabilities in all areas of Reed's facilities, including in college Housing, where students, members of the public and other participants in services, programs and activities are allowed. Service Animals should be controlled with a leash, harness, voice, signals or other effective means.

d. **Support Animal:** Support Animals include emotional support animals or therapy animals that mitigate one or more identified symptoms or effects associated with a handler's or owner's disability by providing emotional support, well-being or comfort.

Unlike Service Animals, a Support Animal does NOT need to be trained to perform disability-specific work or tasks, and may include species other than dogs. Support Animals may be qualified by a letter from a licensed health care provider.

Support Animals are generally not permitted to accompany persons with disabilities in all public areas but may reside in College housing when necessary to afford a student with a disability an equal opportunity to use and enjoy College housing. Further,

Support Animals are generally not allowed in other areas where animals are prohibited but persons with disabilities may request approval from Disability Services or Human Resources to have their Support Animal accompany them in areas otherwise restricted from animals. Those requests will be made on a case-by-case, individualized basis consistent with applicable laws.

e. Wildlife: Wildlife is any undomesticated, free-ranging vertebrate. This includes native and non-native animals, as well as any unlicensed feral domestic cats.

f. Pet: Any animal owned and/or handled by a person that is not specifically designated as a Service or Support Animal, and is not considered Wildlife. For purposes of this policy, the term “pet” is considered synonymous with Companion Animal.

### **III. Policy**

1. All animals must be restrained by a leash or other means appropriate to the animal, and supervised and controlled by a handler or owner at all times while on the Reed College campus, with the following exceptions:

A. Off-Leash Area(s): The Director of Community Safety and the Director of Facilities (or designee(s)) may jointly designate one or more outdoor areas of campus where dogs may be allowed off-leash.

B. Private offices and defined non-public work spaces are designated as Off-Leash Areas, provided the animal is either physically restrained from leaving the defined space, or remains within the defined space by virtue of training.

C. Animals may be secured outdoors without supervision for short reasonable periods of time (i.e. less than 20 minutes) given that they are not placed at risk, and are not disturbing, threatening, or hindering any community member or function. This permission does not extend to indoor atriums/entryways such as the GCC atrium or the inner ETC entryway.

2. Except as listed in 1a and 1b of this policy, animals are generally not permitted to be off-leash or otherwise unrestrained within any common use area of any Reed College facility. Examples include, but are not limited to, building lobbies, hallways, atriums, auditoriums, and similar areas used as common spaces or designed as transit paths through facilities.

3. All animals, except those designated as Service Animals and in some cases Support Animals, are prohibited in certain locations on campus:

A. Areas designated for food service (e.g., Commons, Cafes, conference rooms when food is served, tents and other defined outdoor areas when food is served, etc.)

B. IRCs

C. Library (excluding the Library Lobby)

D. Sports Center

E. Health & Counseling Center

F. Kaul Auditorium

G. Theaters, Dance Studios, and other interior performance spaces. Animals participating in performances may be permitted in these spaces at the discretion of the senior administrator overseeing the area.

H. Unless explicit permission is obtained from the presiding professor, Companion Animals are assumed not permitted in classrooms during class.

- I. Any other area of campus where the senior administrator overseeing the area determines that the presence of animals should be prohibited. In those cases, the relevant senior administrator is responsible for communicating the prohibition of animals to the community.
4. The Student Union committee shall set a specific animal policy for the Student Union Bylaws consistent with the guidelines set in this policy.
5. No dogs in heat are permitted on the Reed Campus. Owners are highly encouraged to spay/neuter their animals; altered pets are eligible for reduced license fees in Multnomah County (Resolution 2010-098).
6. Animals, when applicable, must be registered with Multnomah County and display the appropriate license tag while on campus. Multnomah County requires all dogs and cats to be vaccinated for Rabies in order to be licensed.
7. No animal may threaten or attack any member of the Reed community or any other person while on the Reed Campus.
8. Animals are not permitted to damage the property of Reed College or the property of any member of the Reed community. Any damage to Reed College property may be charged to the animal owner's business account. The owner is liable for all damage incurred by their animal regardless of the handler at the time. If the owner does not have a business account, the owner will be notified of damages. The animal may be excluded from campus until the damages are paid or a mutually agreeable resolution is reached.
9. Animals must not prevent any individual from accessing resources on the Reed campus.
10. Animal handlers are responsible for cleaning up after animals in their charge.
11. Any animal living in on-campus housing is subject to the guidelines put forth in this policy as well as by Residence Life's Housing Contract.
12. Owners responsible for animals that show signs of active neglect, abandonment, or abuse may be in violation of this policy by virtue of their animal's condition. This includes the guidelines set by Multnomah County Code 13.300 for animals confined in motor vehicles.
13. Community members must not abuse, poison, hunt, or otherwise intentionally harm (except in self-defense) wildlife, licensed, or unlicensed animals on the Reed College campus regardless of whether or not the animal(s) in question were found on campus. Similarly, animals found on the Reed College campus are extended this protection even if removed from the physical campus. This excludes any humane pest-control measures deemed absolutely necessary by the Director of Facilities (or designee).

#### **IV. Annual Notification**

At the beginning of each academic year, the Office of Community Safety will distribute a copy of this policy, and any associated implementation guidelines, to all students, faculty, and staff.

The Director of Community Safety (or designee) is responsible for overseeing implementation of all provisions of this policy and may develop and implement guidelines necessary to ensure effective application of the policy. Implementation guidelines shall be reviewed and approved by the Vice President/Treasurer or designee

in their role supervising all facilities and grounds. Failure to comply with the approved implementation guidelines constitutes a violation of this policy.

## **V. Off-Leash Areas**

1. Pursuant to the Animal Policy, 1.a, Reed community members may have animals off-leash in designated off-leash areas. The Director of Community Safety and the Director of Facilities (or designee(s)) may determine appropriate areas at the beginning of each academic year and make the location of these areas available to the community.

2. The following are guidelines for Off-Leash Areas:

A. Animals off leash are not permitted immediately adjacent to any facility and should be kept off of sidewalks, parking areas, and other improved or hardscape surfaces.

B. Animals may not dig or otherwise cause damage to the area.

C. Animals may not aggressively chase or otherwise disturb other animals.

D. Handlers are responsible for removing any animal waste.

E. Off-leash areas will be designated with proper signage.

F. Off-leash areas may be temporarily suspended for special events (such as a performance, lecture, etc.). The community must be notified ten (10) working days prior to the scheduled event.

## **VI. Response to Violations**

Sanctions typically will be progressive and are intended to protect the community and the animal while preserving the ability of people to bring animals to campus. The Office of Community Safety shall maintain a list of possible sanctions for violations of this policy within the approved implementation guidelines outlined below. The Director of Community Safety (or designee) will routinely address violations of this policy, which may result in sanctions for the animal's owner, as well as restrictions for the animal in question.

The Director of Community Safety (or designee) may also enforce sanctions imposed upon the animal owner by the Judicial Board, Human Resources, or other relevant bodies. If a violation is particularly grave or repetitive, the Director of Community Safety (or designee) may choose to apply more severe sanctions and/or involve local animal control authorities, law enforcement, or any other appropriate body. The Director of Community Safety (or designee) may opt to pursue resolution through the Honor Process if a policy violation may also be an Honor Principle violation, or refer the matter to Human Resources, when appropriate. Likewise, if any community member feels that this policy was violated directly or indirectly, they may individually pursue resolution through the Honor Process, by contacting Human Resources in the case of faculty or staff owners/handlers, or through local law enforcement.

### **1. Sanctioning Guidelines**

The following are guidelines for imposing sanctions based on the number and nature of confirmed complaints that do NOT involve an immediate threat (i.e. attack or injury) posed by the animal to another animal or person. The Director of Community Safety (or designee) may also opt to involve Multnomah County Animal Control regardless of the number of complaints. The notification of sanctions will include a copy of this policy and an explanation of the likely escalation of sanctions for future violations.

- First complaint: written warning from the Director of Community Safety to animal owner.



- Second complaint: written Final Warning from the Director of Community Safety to the animal owner, with a copy also sent to the Vice President/Treasurer and the Vice President who oversees the community member (if applicable).
- Third Complaint: based on the nature of the incident, sanctions may be imposed immediately upon the animal in question, including requiring that the animal be on-leash, excluding the animal from specific areas, or excluding the animal from campus for a defined period of time from the date the investigation is complete. The length of exclusion will typically range from 30 days to 12 months. Depending on the nature of the incident, the Director of Community Safety may also refer the animal owner to the Judicial Board, Human Resources, or other appropriate supervisory bodies.
- Fourth Complaint: a fourth complaint may result in a long-term exclusion (i.e., in excess of 12 months) or permanent exclusion of the animal from the Reed College campus and referral of the animal owner to the Judicial Board, Human Resources, or other appropriate supervisory body.

## **2. Immediate Threats to Safety**

Any animal that poses an immediate threat to the safety of community members or other animals may be removed immediately from the Reed College campus without prior notification of the owner. The Office of Community Safety may enforce any such exclusion until the Vice President/Treasurer and/or an appropriate judicial body review the exclusion, or until the animal no longer poses a threat to members of the community. The owner may also be subject to sanctioning as outlined above in Section VI.

Additionally, the Office of Community Safety may take reasonable actions to address animals that show verifiable signs of neglect, or otherwise grave mistreatment. This may include taking control of the animal and contacting Animal Control. The animal owner may also be subject to sanctioning outlined above in Section VI.

If stray animals are found on campus, the Office of Community Safety shall notify the community to the best of its ability, giving a sufficient description in order to aid identification of the owner. If no owner is located after sufficient opportunity is given for identification of an owner, the animal will be surrendered to Animal Control.

No on-campus facilities are permitted to house or care for injured/orphaned wildlife longer than necessary to arrange transport. An attempt to permanently keep, care for, or nurse a wild animal (even with the intention of later release) constitutes a violation of this policy. Certified wildlife rehabilitation centers, such as the Audubon Society, are equipped to legally care for injured wildlife. Community members are urged to contact a similarly licensed Wildlife Rehabilitation facility or Multnomah County Animal Control for information on how to temporarily care for and transport an injured/orphaned wild animal.

## **3. Appeals of Sanctions**

Anyone subject to sanctions imposed outside the Honor Process as described in section VI.1 may appeal the sanctions within five business days following notification of sanctions. Appeals should be submitted in writing to the Vice President/Treasurer. The Vice President/Treasurer may decline to hear an appeal, or may respond at his/her discretion. Students may also choose to solicit a hearing from the Judicial Board to appeal any sanction upheld by Vice President/Treasurer. Faculty members should submit an appeal in writing to the Dean of Faculty; the Dean of Faculty will then

reconsider the case under Section F of the Rules of Procedure, as if a formal complaint has been lodged against the faculty member for violation of the Animal Policy.

## **VIII. I. SOLICITATION ON CAMPUS**

*(Source: Vice President/Treasurer, October 1990)*

In the interest of every student's right to health, safety, and general privacy, Reed College prohibits solicitation and/or sales on college-owned property except with the specific written permission of the College.

In those instances in which permission is granted, sales are limited to the business hours of Reed College, and to designated areas established by the College as listed below. No solicitation or sales will be allowed in the Residence Halls at any time.

Students wishing to sell merchandise must refer to the following **guidelines** and contact the Office for Student Engagement. A permit must be on display at the sales location.

Strangers or solicitors, without clearance, should be reported promptly to the Community Safety Office. The college reserves the right to refuse or rescind a sales permit if necessary.

Sales are permitted in the following locations during Reed College business hours of 8:30 a.m. to 5:00 p.m., Monday through Friday, and during certain special events by previous arrangement:

- Commons Porch
- Student Union
- Quad
- Front lawn during certain specified events (Renaissance Fayre, etc.)

## **VIII. J. INVESTMENT RESPONSIBILITY**

*(Source: Prepared and adopted by the Investment Committee, Board of Trustees, December 6, 1977; approved by the Board of Trustees, January 13, 1978)*

### **I. Academic Freedom & Institutional Political Neutrality**

Throughout its history, the College has been extraordinarily concerned with the defense of academic freedom and as an important adjunct to that defense has sought to limit the political role of the institution or the enlistment of the institution's name in political causes by any of its constituents. Examples of such limitations are the following.

- Article IV of the Faculty Constitution and By Laws on "Academic Freedom and Responsibility," which provides "that each faculty member has individual freedom of inquiry and expression," also contains in Section 2 the statement that "when a faculty member speaking, writing or acting as a citizen shall be free from institutional censorship or discipline, and should undertake to avoid any implication of being an institutional spokesman."

- The Organization and Speaker Policy codified May 6, 1965 and presently in effect and described in the Student Handbook provides that campus organizations sponsoring speakers must clear their plans with the College Public Information Office, and announcements and publicity must make clear under whose auspices and "not Reed College as such" the person is appearing.

- In 1971, in response to a Board of Trustees directive to produce a statement of Operating Principles and Basic Procedures of Reed College the faculty voted on April 19, 1971 as one of its provisions:

"- the college fosters and defends academic freedom and avoids taking positions on political issues that do not affect the college or higher education directly."

- The 1977-78 Catalogue of Reed College reflects that position when it states:

"Reed is an educational, not a political, institution, and the college avoids taking institutional positions on political issues that do not directly affect higher education."

It is clear the College has been at pains to recognize that academic freedom and institutional neutrality are related, and thus to limit the institutional role in order to give maximum protection to freedom of inquiry and expression for its individual constituents.

## **II. Investment Objectives - Primacy of financial objectives**

The primary investment objective is a fiduciary one to produce a maximum total return with reasonable safety. The statement of endowment investment policy endorsed by the Board of Trustees May 19, 1973 includes the statement:

"The Trustees have determined that, to the extent permitted by the terms and conditions imposed in connection with various gifts to Reed, it is desirable that all funds that Reed holds for investment without obligation to pay income therefrom to a donor continue to be pooled and invested in such a way as to produce a maximum total return therefrom consistent with the reasonable safety of such funds and economy in the investment thereof."

The primacy of prudent financial investment objectives and the exercise of fiduciary responsibility are also required by tradition and by the governing law and statutes surrounding the College.

Citing the primacy of the College's financial objective is done not to displace the significance of moral, social and political issues in share ownership, but rather to emphasize that share ownership does not constitute College approval of all of the policies of any complex share-held corporation, or, for that matter, of all the policies of the dozens of corporations whose shares it may hold at any moment of time. To own is not necessarily entirely to endorse. The College recognizes that extensive resort to non-financial judgments in portfolio selection would weaken the position that ownership carries no presumption of approval on non-financial matters.

An educational institution, with the special obligation of protecting the widest possible expression of divergent viewpoints, and the special responsibility of protecting

intellectually dissenting minorities, may of necessity be more abstaining on controversial social, political, and moral issues than individuals or groups who exercise ownership but do not have such special responsibilities.

Considering all of the foregoing points, the College does not buy securities for purposes that are not financial. They are not bought, for instance, to influence attitudes toward moral or social questions, or to achieve objectives that are non-financial.

As an independent college without major support from governments, the investment committee recognizes the importance of past and current private gifts and of a healthy and growing income from endowment as major forces for the survival and vitality of the College.

### **III. Recognition of College Investment Responsibility**

In acting on non-economic questions the College recognizes that its traditions require it to act only where the issue at hand is of a compelling social or moral character and where the action taken reflects widely held, perhaps almost universally held social or moral positions. It should refrain from actions where significant divergence of opinion is perceptible among college constituencies or members.

In judging whether to act on non-economic behavior of large and complex companies the College would take into account

- whether a non-economic issue is of larger or smaller significance in the operations to the company, that is, to what extent the issue can be said to characterize the company.
- whether an issue is judged to be in the process of correction or improvement versus deterioration.
- whether company efforts toward correction are judged to be in process or are likely.

The College has not regularly deliberated and acted to vote its proxies in its own name in the past and where it has voted them it has virtually always been on matters of considerable moment affecting predominantly economic issues. The College name has thus rarely been attached to proxy votes.

### **IV. Administration of Investment Responsibility Policy**

Administration of the Investment Responsibility Policy is carried out as a part of the investment responsibilities of the Board of Trustees, pursuant to the investment management provisions of the By Laws of the Reed Institute.

The Investment Committee of the Board, or its designee, authorizes all proxies, and the Investment Committee is the body which will, if so requested, consider matters of investment responsibility along with its other investment management functions.

The Investment Committee may take such information and advice from constituencies of the College as it deems advisable. Where members of the College community have strong concerns, these may be directed in writing to the Treasurer of the College who acts as the campus liaison with the Committee. The Treasurer will normally report such concerns to the Committee at its regular meetings, but may do so more frequently where the matter is of urgent concern.

The Investment Committee, by a majority vote of its membership, will decide such actions to be taken on non-economic issues as a part of its investment functions, and its decisions will normally be final.

If objection is made to such actions, an appeal may be registered in writing with the Treasurer of the College who will promptly transmit it to the Chairman of the Board of Trustees. The Chairman shall normally within one month appoint an **ad hoc** review committee of at least three members of the Board of Trustees who are not members of the Investment Committee, to review the decision of the Investment Committee, to have such hearings and to receive such further evidence and information as they deem necessary.

The **ad hoc** review committee shall proceed promptly to its review and to making its recommendations. As soon as they can be completed, they will be presented to the Board of Trustees at its next meeting.

The Board of Trustees as a whole shall then consider the recommendations in its meeting and dispose of the matter, either by a vote to uphold the recommendation of the review committee or by further action under its regular governing authority and rules of procedure.

## **VIII. K. VISITING SCHOLARS**

*(Source: Dean of the Faculty, September 28, 1998)*

From time to time the College has provided facilities and services for colleagues identified as Visiting Scholars. In CAPP's view, such arrangements should occur only when there is a clear benefit to the academic program. This might involve consultation with students and faculty, lectures on topics of professional interest, research assistance, and the like. It is understood that the appointment of Visiting Scholars will be occasioned only by specific needs and opportunities as identified by Reed faculty, should be recommended by a department, and will involve no salary or other remuneration. Visiting Scholars may receive privileges from the institution - e.g., mailing privileges, the use of letterhead, library and computer access, office and/or desk space, telephone access - as determined on a case-by-case basis. Such privileges will be subject to availability and to the approval of the President upon recommendation of the Dean of Faculty. The Dean of Faculty will seek CAPP's advice on complicated requests.

## **VIII. L. ENVIRONMENTAL POLICY STATEMENT**

*(Source: Approved by the Reed Faculty on December 4, 2006 and approved by the Board of Trustees on February 10, 2007)*

Reed College is committed to responsible stewardship of its campus environment and is aware that our actions and decisions impact our city, our region, and our planet. As an institution of higher learning, Reed is dedicated to investigating, understanding, and promoting awareness of its present and future impact on the natural world. Through broad community involvement and education, Reed strives to incorporate ideals of sustainability into the operations of the College and the daily lives of individuals on

campus. Sustainability is commonly accepted to mean meeting the resource needs of the present without compromising the ability of future generations to meet their needs. All Reed efforts in support of sustainability will strive to maintain and develop the College in a responsible manner and to minimize the College's impact on the environment.

Activities in support of the above policy statement include:

1. Promoting Awareness
  - Provide educational opportunities for community members to learn about the College's commitment to sustainability.
  - Encourage all community members to incorporate environmentally sound practices into their campus activities.
  - Research and evaluate current practices and policies in light of new advances in technology.
2. Making a Commitment to our Campus Environment
  - Maintain and develop the campus landscape, including the Reed College canyon, using environmentally sound practices.
  - Use sustainable building practices in construction activities on the campus.
  - Develop, implement, and modify a campus master plan that respects the environment.
3. Making a Commitment to our Global Environment
  - Promote the efficient use of resources including water, fuels, electricity and other materials.
  - Limit waste through recycling and responsible purchasing of materials and services.
  - Understand best practice standards, requirements of environmental laws and regulations and have a process of continual environmental improvement.

The Environmental Sustainability Committee facilitates and coordinates the College's activities in support of sustainability. This committee monitors the current environmental impact of the campus and reports its findings annually to the faculty and to the community. The committee encourages proposals and suggestions from the community for ways to improve current sustainability practices and helps to determine which practices to investigate and adopt.

## **VIII. M. BACKGROUND CHECKS**

*(Source: Approved by CAPP, August 29, 2014)*

The College is committed to ensuring that criminal background checks are done on any Reed faculty member, staff member or student (including those doing research or outreach) who has unsupervised direct contact with individuals under 16 years of age for the purposes of Reed research, coursework, or Reed-sponsored activities.

- The College requires criminal background checks of all researchers who will have any unsupervised direct contact with children. This requirement may be waived when the work is being done at an external site that has its own process for conducting background checks (e.g., Portland Public Schools). The Institutional

Review Board's review process for research involving minors will include this requirement as part of the approval process.

- For other situations, such as students working in outreach projects, the project organizer (e.g. professor of the relevant class, outreach coordinator for the relevant project) will either ensure that the organization involved is itself committed to conduct such criminal background checks as part of its normal procedures (and keep records of such commitments), or oversee such checks themselves.

A third party (including the Dean of Faculty, and not including the relevant supervisor, faculty member, outreach coordinator, etc.) will vet the results of the background checks if criminal offenses are revealed. The following offenses will in most cases preclude work with children: offenses including violence, weapons, sex, or children (e.g., endangerment, neglect).

In addition, there are a small number of contexts for which drug and alcohol offenses would be problematic (e.g., working in a substance abuse treatment facility); for those cases, the course instructor/supervisor will make it clear through a special notation on the background check form that drug and alcohol offenses should also be considered.

Any questions will be discussed with the relevant supervisor, faculty member, outreach coordinator, etc., in general terms, without revealing the identity of any person involved.

Human Resources will organize the background checks performed by the College. Further information on these checks is available from Human Resources.

## **VIII. N. PRINCIPAL INVESTIGATOR ELIGIBILITY POLICY**

*(Source: Office of the Dean of the Faculty, September 24, 2015)*

A principal investigator on a research project (a "PI") bears responsibility for the conduct of the research project, including its completion, its ethical and intellectual conduct, compliance with relevant regulations, and the stewardship of the funds. In any externally sponsored research grant, however, Reed College also assumes certain legal and financial liabilities. For these reasons, PIs among the academic staff must either be in a faculty position or be supervised by a faculty sponsor.

PI or Co-PI status is automatically granted to current Reed faculty members in tenure-track or tenured positions, or contract-renewable or visiting faculty positions. Automatic eligibility for PI and Co-PI status terminates upon separation from Reed College. At this time, a PI or Co-PI must initiate the grant transfer process.

PIs are asked to inform the **Corporate, Foundation, and Government Support office** (Jeremy Niculescu and David Gruber) of their intention to apply for a grant three months prior to the deadline for application.

Postdoctoral Eligibility:

Reed will support postdocs' applications for grants as time and resources permit, but, because of their particular status within the college, postdocs must comply with the following requirements:

1. Postdocs must have a faculty sponsor;
2. The faculty sponsor must be involved in the drafting of the grant;

3. The faculty sponsor must assume oversight of the budget;
4. In the case (such as NRSA grants) where the grant does not cover regular college benefits, the faculty sponsor must agree to cover the remaining benefits through departmental funds or other resources;
5. The approval of a grant does not confer a right to space at the college; if the faculty sponsor leaves the college, the postdoc needs to leave also.
6. Postdocs who want to apply to NIH NRSA must attend a one-hour scheduled application workshop, ideally with their faculty sponsor, at least 3 weeks prior to the deadline to which they wish to apply. The faculty grants manager and a faculty member will lead the session, with the former covering technical elements of the application, and the latter providing guidance on how to best present their research and training plan. We will try to be flexible in scheduling the session, to ensure that people can attend. A postdoc who is resubmitting a proposal does not need to attend this session. Postdocs who are in another lab, and applying to join a Reed lab will be asked to participate by conference call.

## **VIII. O. PHOTOGRAPHY AND VIDEOGRAPHY PROTOCOL**

*(Source: Office of Public Affairs - approved by CAPP on October 3, 2016, and emended by CAPP on March 9, 2020)*

In relation to photography, videography, and recording, it is expected that all community members will respect the privacy of individuals in the workplace and in educational settings.

The secret recording (audio or video) of classes, meetings, or other conversations, including telephone calls, is prohibited, as it does not respect the privacy of individuals, is not compatible with the law ([ORS 165.540](#)), and may inhibit an open exchange of ideas. In public areas and common spaces where there is usually no reasonable expectation of privacy, photographing or filming without audio is generally lawful. In other spaces, such as private offices, dorm rooms, dressing rooms, and restrooms, where people usually have a reasonable expectation of privacy, the consent of all parties must be obtained when recording, photographing, or filming.

At Reed, classes (and any lectures, labs, studios, or conference sections that are part of a class and to which the public is not explicitly invited) may be recorded by the instructor or by a student in the class for personal use with the prior written consent of only the instructor. In order to comply with Oregon law, either (a) all participants must be specifically informed that they are being recorded, or (b) the recording device must be unconcealed. Class recordings by students or instructors may not be shared with others or published without the further prior written consent of the instructor and all participants, with the exception that instructors may use recordings for confidential training purposes.

If a student receives an accommodation allowing them access to a recording of a class for learning purposes, the instructor will be notified by the office of Disability and Accessibility Resources that the student is eligible for this accommodation. The instructor may allow the student to make the recording, or themselves provide for such a recording. If the instructor elects to provide the recording, the instructor should consult with the office of Disability and Accessibility Resources to ensure that the recording



will satisfy the terms of the student's accommodation. The instructor should inform all participants that they are being recorded, but should not disclose the identity of the student requesting the recording. Any class recordings made for accommodation purposes may not be shared with others or published without the prior written consent of the instructor and all participants.

Furthermore, distribution outside of the college of any classroom recording must comply with [Reed's Intellectual Property Rights policy](#).

Surveillance cameras/equipment and software may be placed on campus by authorized campus personnel to prevent or deter crimes, to protect public safety, and to facilitate official college investigations into criminal activities or violations of campus policy.

All students and employees are advised that Reed College officials and others hired by the college take photography, videography, and recording for promotional purposes throughout the year of campus facilities and scenes, events, faculty, staff, students, and alumni for promotional purposes in all areas of campus or at any Reed College-sponsored event off campus where subjects do not have a normal and reasonable expectation of privacy. In doing so, Reed strives to have an honorable approach to obtaining and using the content for promotional purposes. The photography, videography, and recording content is the property of Reed College and may be used for Reed College promotional purposes (e.g., electronic and printed publications, websites, classroom use, event ads, etc.) without further permission of the subjects. As a general practice, there is no attempt to collect individual release forms unless there is a reasonable expectation of privacy. In cases where there is a reasonable expectation of privacy, the college will make a reasonable effort to contact every person in the photo and to obtain a signed release form allowing Reed to use the photo for promotional purposes.

The college asks that college photographers, videographers, and audio recorders make themselves visible and, when possible, verbally obtain consent when capturing content and that they inform subjects that photography, videography, and/or recording will be used by the college for promotional purposes. When a person enters an area where photography, audio, and video recording is occurring, the person consents to such recording media and its release, publication, exhibition, or reproduction for promotional purposes. It is expected that any individual not comfortable will excuse themselves from the area or inform the college photographer, videographer, and audio recorder that they do not wish to be included. When conducting photography, videography, and recording in classrooms or Reed educational events not open to the public, the college official will contact the instructor or organizer in advance, ask for their permission, and ask that they inform the participants of the photography, audio, and video recording. In addition, during the class or event, the college asks that those who wish not to be included either inform the photographer, videographer, and/or audio recorder at the time, or later email the public affairs department to advise them of their wishes.

While the college is not able to track, identify, and document each photograph that is taken and filed, public affairs takes reasonable steps to remove photos from the collection of those people who let us know they do not wish to be photographed.

Following professional standards, the public affairs office allows for post-production editing of images to serve the use, medium needs, and artistic direction of the communication materials. During the post-production process, public affairs is careful not to edit images in any way that misrepresents subjects. Examples of allowed post-production editing include zonal density adjustments, cropping, dodging and burning,

conversion into grayscale, and normal toning and color adjustments. The final selection of images should authentically reflect the people and events at Reed.

For more information, please refer to [Recording Guidelines](#).

## **VIII. P. FACULTY REQUESTS FOR WORK ACCOMMODATIONS**

*(Source: Approved by CAPP on April 7, 2020)*

The college will provide reasonable accommodations to faculty members with disabilities to enable them to carry out the essential functions of their positions, provided the accommodations do not cause undue hardship to the college. All faculty members must accomplish the essential functions of their positions.

Accommodations will be evaluated and determined on an individualized basis through a collaborative process that generally includes a discussion with the faculty member, the chair of the department or other suitable alternative, the Dean of the Faculty, and Human Resources.

Though each request is unique, the process will include the following steps:

1. To initiate a request for accommodation, the faculty member should contact the Human Resources office with documentation from a qualified medical and/or mental health professional. The documentation must identify the functions that cannot be performed, expected duration of the disability, and recommended accommodations. In some cases Human Resources may also require, at the College's expense, that the employee obtain a second medical certification from a health care provider selected by the College. In the event that the first and second opinions differ, the College may require a third medical certification from a mutually agreed upon health care provider, again at the College's expense. The third opinion will be binding on the employee and on the College.
2. Human resources will set up a meeting or meetings with the faculty member, the department chair (or suitable alternative) and the Dean of the Faculty. Human Resources will share with the chair and the Dean of the Faculty the specifications of the request for accommodations. The goal of the meeting is to identify the essential and marginal functions of the position, to discuss how the college might provide a reasonable accommodation that takes into account the needs of the faculty member, their students, and the College as well as any accompanying hardships. Participants in the meeting may suggest accommodations that would assist the faculty member in performing the essential functions of their role. The discussion is generally not about the diagnosis, only about the limitations. To the extent necessary, the discussion shall include a long-term plan for dealing with changes in the faculty member's limitations over time, the need for further evaluations, and a review of the effectiveness of the accommodation.
3. In most cases, an agreement on a specific accommodation can be made during one collaborative meeting. If an agreement is not made in one meeting, further meetings may be held between the faculty member and Human Resources and between Human Resources and the department chair and the Dean of the Faculty. The Dean of the Faculty is responsible for making the final determination on what is a reasonable accommodation. A faculty member who is dissatisfied with the

decision of the Dean of the Faculty may appeal to the Faculty Appeals and Review Committee.

4. Human Resources will document the accommodation agreement and provide a copy of this to the faculty member, to the chair and to the Dean of the Faculty. A copy of the accommodation plan will be placed in the medical file in Human Resources. At the request of the faculty member, CAT may be notified of an accommodation by the Dean of the Faculty by placing a letter to that effect in the faculty member's CAT file. Medical information would not normally be shared with CAT, but the fact that an accommodation was granted and the nature of the accommodation may be shared if the faculty member requests it.

## **VIII. Q. HIGHER THAN TYPICAL THESIS LOADS**

*(Source: CAPP minutes and Faculty Mtg minutes Fall 2022)*

In AY 2022-23, the CAPP and the full faculty affirmed the centrality of a senior thesis and reaffirmed that a load of three thesis students per faculty member is standard and that four thesis students is an acceptable overload. If thesis students are distributed evenly within a department and faculty members are faced with more than three thesis students each, one or possibly two members of the department can carry six or more thesis students and request a course release. Departments are encouraged to predict their thesis load during the spring (for the coming academic year) so that they can plan and possibly request a course release. When a faculty member carries a load of six or more thesis students, that faculty member, in collaboration with their program/department, can request a course release to be used either during the current/coming year or in the near future (within two years). Such a request should be accompanied by information about current, past, and predicted thesis loads and a staffing plan. This policy is not retroactive. Faculty who take such course releases are strongly encouraged to work closely with CAPP, the Dean of the Faculty, and their department colleagues so that the course release does not cause difficult curricular disruptions and/or hardships for students progressing through the major.

## **VIII. R. WRITING COURSE RELEASES INTO GRANTS**

*(Source: CAPP minutes and Faculty Mtg minutes March - April 2023)*

Until recently, a standard practice has been that faculty writing grants are expected to include summer pay and/or stipends instead of course releases as part of the grant. Essentially, faculty have not been able to "buy out" of teaching class(es) to focus more time and effort on research during the academic year. Faculty members who apply for grants to support their research have instead written in summer pay (and often summer stipends for students) to support their work. This practice was developed to ensure a stable academic program. As grants become available to support curricular innovations, and in acknowledgement of a range of expectations from granting agencies, we anticipate faculty writing course releases into grants. CAPP hopes this policy will offer clarity to grant writers, future CAPPs, the dean's office, and staff supporting grant-writing regarding writing course releases into grants. The goals are to establish a fair

and equitable practice that supports faculty success in seeking grant funding while minimizing disruptions to the academic program. It is important to note that this policy will only apply to grants. A grant is a funding mechanism that provides money for a specific purpose or project whereas fellowships provide funding to artists and scholars for their scholarly and creative pursuits. Said another way, grants fund projects and fellowships fund people. Faculty members who are awarded fellowships (such as Fulbright or Guggenheim) for their scholarly activities may opt to take an unpaid leave. Whether the faculty member taking unpaid leave for such an opportunity would be replaced will be decided on a case-by-case basis through consultation with the faculty member's department.

1) CAPP encourages grant-writers to first consider other possibilities (e.g., stipends, summer pay) as alternatives to course releases.

2) If a course release is deemed necessary to build into a project, The CAPP suggests the following criteria be met:

- a. The course release should be used for substantial curricular development only (e.g., developing new curricular programs), not grant-funded research.
- b. The proposed course release is not predicted to negatively impact the progress of students through the major/toward graduation.
- c. In general, CAPP prefers a course release that is not predicted to need replacement. If the course would need to be replaced by a partial-FTE, it should be of extraordinary benefit to the academic program.

For grants that incorporate multiple course releases, grant writers should submit annual plans summarizing net impact on the curriculum for CAPP approval.