

**University of West Georgia  
Faculty Senate Meeting  
Minutes**

**October 14, 2011  
Approved November 11, 2011**

1. The meeting was convened in room 1-303 of the Technology-enhanced Learning Center and called to order by Chair Chris Huff.
2. Roll Call

*Present*

Ashford, Barnhart, Blair, Ogletree (substitute for Bucholz), Chesnut, Cox, Deng, DeNie, Doyle, Gant, Gezon, Halonen-Rollins, Hannaford, Hansen, Hatfield, Hodges, Jenks, Johnson, Johnson, Kassis, Kilpatrick, Kramer, Leach, Mayer, Mitchell, Moffeit, Noori, Packard, Parrish, Penco, Pitzulo, Ponder, Pope, Ringlaben, Rutledge, Sanders, Schmidt, Smith, Thomas, Thompson, Williard,

*Absent*

Banford, Hasbun, Lloyd, Morris, Samples, Snaith, Yeong.

3. Approval of the minutes of the September 9<sup>th</sup> meeting

*With no objection voiced, the minutes were approved by unanimous consent.*

4. Committee Reports

**Committee I: Undergraduate Programs Committee (Chair, Dr. Camilla Gant)**

**Action Items:**

- A) College of Arts and Humanities
  - 1) History Department
    - a) Classical Studies Minor  
Request: Add  
Action: Approved

*With no objection voiced, the item was approved by unanimous consent.*

- B) College of Sciences and Mathematics
  - a) CHEM 1211- Principles of Chemistry I  
Request: Add  
Action: Approved

- b) CHEM 1211L – Principles of Chemistry I Lab  
Request: Add  
Action: Approved
- c) CHEM 1212- Principles of Chemistry II  
Request: Add  
Action: Approved
- d) CHEM 1212L – Principles of Chemistry II Lab  
Request: Add  
Action: Approved

*Item B.a-d were changed to information items because they are course modifications that do not require senate action.*

- C) College of Social Sciences
  - 1) Anthropology Department
    - a) ANTH 3110 – Human Osteology  
Request: Add  
Action: Approved

*With no objection voiced, the item was approved by unanimous consent.*

- 2) Sociology Department
  - a) Bachelor of Science with a Major in Sociology  
Request: Modify – Delete Pre-major criteria  
Action: Approved
  - b) Bachelor of Science with a Major in Sociology  
Request: Modify – Require minimum grade of “C” for required courses  
Action: Approved

*With no objection voiced, items C.2.a-b were approved by unanimous consent.*

**Information Items:**

- A) College of Arts and Humanities
  - 1) English Department
    - a) ENGL 2180 – African American Literature  
Request: Modify title  
Action: Approved
    - b) ENGL 2190 – Literature by Women  
Request: Modify title  
Action: Approved

- c) ENGL 3200 – Intermediate Creative Writing  
Request: Modify (prerequisite)  
Action: Approved
  - d) ENGL 4170 – Studies in African – American Literature  
Request: Modify title  
Action: Approved
  - e) ENGL 4210 – Advance Creative Writing  
Request: Modify title (prerequisite)  
Action: Approved
- 2) History Department
- a) HIST 4467 – Women in American History to 1877  
Request: Modify (title, prerequisite, description)  
Action: Approved
  - b) HIST 4468 – Women in American History Since 1877  
Request: Modify (title, prerequisite, description)  
Action: Approved
- B) College of Sciences and Mathematics
- a) CHEM 2411- Organic Chemistry I  
Request: Modify (prerequisite)  
Action: Approved
  - b) CHEM 3310K – Analytical Chemistry  
Request: Modify (prerequisite)  
Action: Approved
  - c) CHEM 3510 – Survey of Physical Chemistry  
Request: Modify (prerequisite)  
Action: Approved
  - d) CHEM 3521 – Quantum Chemistry  
Request: Modify (prerequisite)  
Action: Approved
  - e) CHEM 3522 – Chemical Thermodynamics  
Request: Modify (prerequisite)  
Action: Approved
  - f) CHEM 4330K – Instrumental Analysis  
Request: Modify (prerequisite)  
Action: Approved

- g) CHEM 4711 - Biochemistry  
Request: Modify (prerequisite)  
Action: Approved

C) College of Social Sciences

- 1) Criminology Department
  - a) CRIM 3240 – Criminological Theory  
Request: Modify (prerequisite, description)  
Action: Approved

**Committee II: Graduate Programs Committee (Chair, Susan Ashford)**  
**Action Items:**

A) College of Sciences and Mathematics

- 1) Department of Mathematics
  - a) Master of Science with a Major in Mathematics  
Request: Modify (Change in course requirements)  
Action: Approved

*With no objection voiced, the item was approved by unanimous consent.*

- b) Request: Modify (Remove language requirement)  
Action: Approved

*[Items A.1.b, A.2.a, and A.3.a considered together. Action results follow A.3.a.]*

- 2) Department of Computer Science
  - a) Master of Science with a Major in Applied Computer Science  
Request: Modify (Delete language requirements)  
Action: Approved

- 3) Department of Biology
  - a) Master of Science with a Major in Biology  
Request: Modify (Delete language requirements)  
Action: Approved

*Items A.1.b, A.2.a, and A.3.a were approved by voice vote following a discussion on the deletion of language requirements.*

- 4) Department of Geosciences
  - a) Geographic Information Systems (CERG)  
Request: Modify (Change in course requirements for Post-Baccalaureate Certificate)  
Action: Approved

*With no objection voiced, item A.4.a was approved by unanimous consent.*

B) College of Social Sciences

1) Psychology Department

- a) Doctor of Philosophy with a Major in Psychology: Consciousness and Society

Request: Modify (Modify time to complete)

Action: Approved

- b) Request: Modify (Changes in response to BOR – catalog description)

Action: Approved

*With no objection voiced, items B.1.a-b were approved by unanimous consent.*

C) College of Education

1) Early Learning and Childhood Education

- a) K-5 Mathematics Endorsement - Conversion College

Request: Add

Action: Approved

- b) K-5 Mathematics Endorsement

Request: Add

Action: Approved

- c) K-5 Science Endorsement

Request: Add

Action: Approved

- d) EDME-7271 Elementary Mathematics I

Request: Add

Action: Approved

- e) EDME-7271L Elementary Mathematics I Lab

Request: Add

Action: Approved

- f) EDME-7272 Elementary Mathematics II

Request: Add

Action: Approved

- g) EDME-7272L Elementary Mathematics II Lab

Request: Add

Action: Approved

- h) EDME-7273 Advanced Strategies for Teaching Elementary Mathematics

Request: Add  
Action: Approved

- i) EDME-7273L Advanced Strategies for Teaching Elementary Mathematics Lab  
Request: Add  
Action: Approved
- j) EDME-7274 K-5 Mathematics Endorsement Residency  
Request: Add  
Action: Approved
- k) EDSE-7271 Life Science For In-Service Elementary Teachers  
Request: Add  
Action: Approved
- l) EDSE-7272 Physical Science for In-Service Elementary Teachers  
Request: Add  
Action: Approved
- m) EDSE-7273 Earth and Space Science for In-Service Elementary Teachers  
Request: Add  
Action: Approved
- n) EDSE-7274 Pedagogical Strategies & Residency Requirement for Inquiry-Based Elementary Science Instruction  
Request: Add  
Action: Approved

*With no objection voiced, items C.1.a-n were approved by unanimous consent.*

- 2) Leadership and Applied Instruction
  - a) Master of Education with a Major in Secondary Education  
Request: Modify (Placement of “concentration” on the candidate’s transcript)  
Action: Approved

*With no objection voiced, items C.2.a were approved by unanimous consent.*

### **Information Items**

- A) College of Arts and Humanities
  - 1) History Department
    - a) HIST-5467 Women in American History to 1877  
Request: Modify (redesigned/adjusted chronology)  
Action: Approved

- a) HIST-5468 Women in American History Since 1877  
Request: Modify (redesigned/adjusted chronology)  
Action: Approved

**Committee IV: Academic Policies Committee (Chair, Robert Kilpatrick)**

**Action Items:**

- A) The committee requests approval of changes to UWG's grade appeals policies. (See Appendix I)

*With editorial changes and the addition of the Library to the appeals process as intended by the spirit of the motion, the motion was approved by voice vote.*

- B) The committee requests approval of changes to language regarding transient student status in the Undergraduate Catalog.

The Academic Policies Committee requests approval for the following changes to UWG's transient student policy.

**New Transient language for UG catalog is highlighted:**

Students wishing to complete classes at another college or university to count towards their degree at West Georgia must maintain good standing at West Georgia and obtain the permission of their advisor, the appropriate chair, and the dean/designee of their major college prior to taking the course(s). To determine if the course will be accepted as transfer credit at UWG and count toward a given degree, students should consult the link found on the Registrar's Office web page, Undergraduate Transfer Course Equivalents, or contact the Registrar's Office. Transient status is given for one semester at a time, and students must have the other college send a transcript of the courses taken to the Registrar at West Georgia in order to receive credit for the work. For final term transient status restrictions, see Graduation Policies in the Undergraduate Catalog.

*A question was raised as to why the Dean must sign this form if chairs have now approved this. A secondary motion was made and withdrawn to strike the requirement of acquiring the dean's signature. A request was made for a clarification of what is meant by appropriate chair. A concern was expressed that this a needlessly onerous process for the student.*

*The motion was sent back to committee in order to consider concerns and to revise language.*

- C) The committee request approval of new Friday 150-minute class time slots for Spring 2012 only.

**Motion:**

The Academic Policies Committee requests approval of two new time slots on a one-semester trial basis for Spring 2012 scheduling: 1) Friday from 9:00 am - 11:30 am 2) Friday from 1:00 pm - 3:30 pm.

*The motion was approved by voice vote.*

*Committee has been asked to consider some additional time slots.*

**Committee IV: Strategic Planning Committee (Chair, Tommy Cox)**

**Information Items:**

- A) Progress report on the Strategic Planning Committee work. Based on the Strategic Planning committee's duties, the following three sub-committees have been created:
- 1) Assessment/re-statement of the University's Mission and Vision Statements
  - 2) The new QEP (improving undergraduate student writing)
  - 3) SACS Assessment/compliance

**Committee IX: Facilities and Services Committee (Chair, Shelley Smith)**

**Action Item:** (See Appendix II)

- A) University Services Committee recommends to the Faculty Senate the approval of Volunteer Policy (revised September 12, 2011).

*The motion was approved by voice vote.*

**Information Item:**

- A) Jon Anderson reported on an upcoming space utilization study and the possibility of Newnan Campus expansion.
5. New Business
  6. Announcements
  7. Meeting was adjourned at 4:20.

Respectively submitted,

Dawn Harmon McCord  
Executive Secretary of the Faculty  
Senate and General Faculty



# Appendix I

# 207 Academic Honesty/Dishonesty

## Academic Honor at West Georgia

Academic honesty is essential in preserving one's own integrity, the integrity of the institution, and in gaining a true education. The UWG Honor Code states that “we believe that academic and personal integrity are based upon honesty, trust, fairness, respect and responsibility.” The code further states that UWG students assume responsibility for upholding the honor code and that they “pledge to refrain from engaging in acts that do not maintain academic and personal integrity. These include, but are not limited to, plagiarism, cheating, fabrication, aid of academic dishonesty, lying, bribery or threats, and stealing.”

Just as complete honesty should be the Professor's standard in his or her presentation of material, this same standard should be demanded from students when they complete assignments (For example, tests, reports, projects, and term papers). Every professor has the responsibility to inculcate in students the ideal of academic honesty and to take all practical precautions against its violation.

Academic dishonesty on the part of the student shall be interpreted to mean cheating, i.e., the obtaining and using of information during an examination by means other than those permitted by the instructor, including the supplying of such information to other students. Academic dishonesty shall also include plagiarism, i.e., the purchase and use of ghost-written papers and reports, or excessive collaboration (incorporating into a report, term theme, research paper, or project, ideas and information obtained from another person without giving credit to the person from whom such information was obtained). Further, inclusion of the published or unpublished writings of another person without duly noting these sources according to normal scholarly procedures shall be considered plagiarism. No material prepared to meet the requirements in one course may be used to fulfill the requirements in another without permission of the instructor. The above definition of academic dishonesty applies equally to improper use of electronic devices and electronic sources of information and opinion (e.g. online translators).

All faculty members should promote academic honesty, not only through their own standards of scholarly conduct, but also by anticipating conditions which may lead to dishonesty on the student's part. Suspicion is not a sound basis for a healthy educational environment, and the professor must judge those instances where his or her trust will encourage responsibility rather than cheating.

**Specific ways in which dishonesty may be discouraged include:**

1. Testing in such a way that cheating is difficult. This may be enhanced by avoiding purely objective tests. Professors should also monitor the classroom during testing. Allowing only school or departmental secretaries to type and duplicate tests. Allowing student assistants to handle testing materials sometimes places them in a compromising position where students intent on cheating exert pressures to supply advance information.
2. Safeguarding tests until the time they are to be administered. Tests should never be left in an unlocked office.
3. Grading of major tests, papers, and final examinations should be done by the professor or designated graduate teaching assistants.
4. Discouraging term papers, research papers, or projects which are merely a re-statement of printed material. Personal interpretation and evaluation should be required.
5. Designing paper assignments in such a way that completion can only be accomplished satisfactorily by reference to material specific to the course.
6. Adequately preparing students to the proper method of adapting source material.
7. Conducting private conferences both before and after written reports are made to insure that the student understands proper procedures and to evaluate the student's assimilation of material.

In cases of obvious or suspected dishonesty, the professor shall confront the student with the evidence and determine and enforce the penalty if a penalty is warranted. The student or the professor has the right to have another faculty member present when the discussion about obvious or suspected dishonesty takes place. The outcome may consist of a change in grade which can range from the lowering of a grade for a particular class project or test to failure for the course. The student may appeal this action to the department chair and through regular administration channels to the Grade Appeals Subcommittee of the Academic Policies and Procedures Committee (please see Section 208 of the Faculty Handbook).

## **208 Procedures Governing the Appointment and Functioning of the Appeals Subcommittee of the Academic Policies Committee**

### **208.01 Confidentiality**

Due to the sensitive nature of any appeals hearing, confidentiality will be respected in a manner consistent with relevant state law and University System of Georgia policy.

### **208.02 Timetable for All Academic Appeals**

All academic appeals, regardless of their nature, shall be initiated no later than the end of the semester following the assignment of the grade.

### **208.03 Academic Based Appeals**

There are two categories of academic appeals. Academic based appeals are defined as student appeals concerning (1) general appeals of merit for admission to the University, (Section 208.04) and (2) academic dishonesty and grade determination appeals. (Section 208.05) The following paragraphs identify the two University Subcommittees of the Academic Policies Committee of the Faculty Senate established to hear such appeals and the general processes and procedures that should be followed. Given the variability and uniqueness of individual circumstances, the chairperson of a respective subcommittee may, in consultation with respective parties, suggest alternative actions/processes as issues present themselves.

### **208.04 The Subcommittee for General Appeals**

- A. **Comments.** After a student has petitioned the appropriate administrative officials in the Office of Admissions, he or she has the right to appeal (in writing with supporting evidence) an adverse decision by such officials in cases of (1) admission or (2) other similar matters.
- B. **Subcommittee Membership and Responsibilities.** The chairperson of this subcommittee, in consultation with the chairperson of the Academic Policies Committee, will be responsible for appointing members no later than May of each year. Membership on the subcommittee will run from summer semester through spring semester of the following year. The subcommittee will be comprised of at least three faculty members (one of which should be a member of the Academic Policies Committee), one University official, and one student. Faculty members will serve a term of two years, the University official and student representative will serve a one-year term. Committee members should not be reappointed for consecutive terms. The chairperson of the subcommittee will be responsible, in conjunction with the Office of Admissions, for distributing appropriate materials to committee members, for announcing in advance the time and place of each scheduled appeal(s) hearing, and will convey recommendations of the subcommittee to the Director of Admissions. Any three members of the subcommittee, at least two of which shall be Faculty, shall constitute a quorum.

### **208.05 The Subcommittee for Dishonesty Appeals and Grade Determination Appeals (Referred to below and in Section 207 of the Faculty Handbook as the Grade Appeals Subcommittee)**

- A. **Comments.** Students have the right to appeal a course grade. Grade appeals must be submitted in writing, using the UWG Student Grade Appeal Form available from the Provost's website and following the procedures outlined below.

#### **1. Initiation of Appeal**

Grade determination appeals (see definition in 3b below) must be made during the semester immediately following the semester in which the course grade is assigned. Appeals of grades assigned due to an allegation of Academic Dishonesty (see definition in 3a below) may be made as soon as a grade penalty on the grounds of academic dishonesty has been levied against a student.

## **2. Documentation Required for the Appeal**

A student must submit the form and any supporting paperwork to the Department Chair. It is the responsibility of the Chair, after consultation with the student and the faculty member, to determine whether grade appeal should be considered a Dishonesty Grade Appeal or a Grade Determination Appeal.

## **3. Definitions**

### **a. Dishonesty Grade Appeal.**

If the faculty member assigned the grade due to an allegation of cheating, plagiarism, or some other act of academic dishonesty and the student wishes to pursue the appeal, his or her case should be considered a Dishonesty Grade Appeal

### **b. Grade Determination Appeal.**

If the reasons underlying the appeal are based on policy disagreements or alleged charges of arbitrary or unfair treatment by the involved faculty member, the appeal should be considered a Grade Determination Appeal

## **4. Procedure:** Upon submission of an appeal, determination of the type of appeal, and after examination of the available evidence, the Chair should either grant the appeal and change the grade, or deny the appeal. If the appeal is denied, the Chair should advise the student as to his or her further options for appeal in the following order: the Dean's Office and then the Provost's Office for submission to the Grade Appeals Subcommittee.

In the case of denial of the appeal, at any level, the student may accept the decision and withdraw the appeal. If the student wishes to further appeal the Chair's decision or subsequent decisions at each level, the appeal and all related decisions and documentation is sent to the next level. The appeal is reviewed and a decision is rendered, either granting or denying the appeal. Final resolution (and recommended action/s) at any level is forwarded to the Provost's Office for information, review and any additional action. (For example, change of grade or further judicial sanctions.) Ultimately, final authority for all student appeals rests with the

president of the institution. (See Section 4.7.1 Student Appeals, BOR Manual.)

### **Grade Appeals Subcommittee Review Purpose:**

**a. Dishonesty Grade Appeals.** In cases where there are allegations of academic improprieties, it is assumed that these cases will be related to the classroom. It would be expected that a professor who has noted improprieties would have taken some form of corrective action. The purpose of the Grade Appeals Subcommittee in hearing this type of student complaint is (1) to determine if academic improprieties did take place and (2) to review the appropriateness of the faculty member's corrective action as it relates to final grade assignment-

**b. Grade Determination Appeals.** Educational institutions have the responsibility for evaluating students by standards and a grading system that is publicized and known to faculty and students. The responsibility for determining the grade of each student rests on the faculty member who has responsibility for teaching the course in which the student is enrolled.

Procedures should be established for students who feel unfairly treated by a faculty member in terms of final grade assignment. The purpose of the Grade Appeals Subcommittee hearing this type of student complaint is to review the totality of the student's performance in relationship to his or her final grade.

**5. Faculty Availability.** If a faculty member is permanently unavailable for a grade appeals hearing because he or she is no longer employed by the University, the Department Chair is responsible for the grade and will attend the hearings. In such a case, the Department Chair is acting in the stead of the faculty member who assigned the grade.

If a faculty member is temporarily unavailable, for example, on temporary leave, out of the country, or ill, and the outcome of the hearing *does not* affect a student's continued enrollment, financial aid, or graduation, the grade appeal hearing will be delayed until the faculty member returns.

However, if a faculty member is temporarily unavailable and the outcome of the hearing *does* affect a student's continued enrollment, financial aid, or graduation, the grade appeal hearing will not be delayed. Under such circumstances, the faculty member will be represented by his or her college Dean (or Dean's designee), rather than the department chair. The Chairperson of the Grade Appeals Subcommittee shall schedule an appropriately timed

hearing with the Dean or his or her designee. Given these circumstances, and in the event of finding for the involved student, the Dean or his or her designee is authorized to make the appropriate grade change or other remedies congruent with the appeal finding.

**B. Committee Membership.** Faculty membership of the Grade Appeals Subcommittee will be determined no later than May of each year by the Chair of the Academic Policies Committee, and shall consist of one representative from each college, one from the Library, and from the School of Nursing. In addition, the Chair of the Academic Policies Committee will appoint one additional University official and a student representative to serve. The length of service on this committee shall be for one full year starting with summer semester. Any five members of the subcommittee, at least three of whom are faculty, shall constitute a quorum. For Academic Dishonesty Appeals, the Chief Judicial Officer of the University will be invited to sit on the committee to ensure that all due process requirements are met.

**C. Fairness and Procedural Safeguards Governing Cases of Academic Dishonesty**

In order to guarantee fairness and proper procedural safeguards for all concerned, the subcommittee shall be guided by the following procedures:

1. The subcommittee will hear a case only if the student has exhausted all administrative remedies through the appropriate department chair and his or her college dean
2. The subcommittee chairperson will consult with both the faculty member and student concerning the hearing procedures, the time, date, and place of the hearing and will ensure relevant materials reach all parties in a timely fashion.
3. The burden of demonstrating a preponderance of evidence shall rest upon the officials or faculty member who originated an action against a student or assigned for cause a particular grade.
4. The student appearing before the committee shall have the right to be assisted by an advisor of his or her choice.
5. During the hearing the student shall have the opportunity to testify and to present evidence and witnesses on his or her behalf. He or she shall have opportunity to hear and question adverse witnesses. In no case shall the subcommittee consider statements against a student unless the student has been given an opportunity to rebut unfavorable inferences that might otherwise be drawn.
6. All matters upon which a decision will be based must be introduced at the proceeding before the subcommittee. Any conclusions drawn by the subcommittee shall be based solely upon such evidence.
7. In the absence of a transcript, an audio recording of the hearing shall be made.

8. Appellants who fail to appear after proper notice will have their cases heard in absentia.
9. The chairperson of the subcommittee will submit in writing conclusions and recommendations to the Provost and Vice President for Academic Affairs.

**D. Fairness and Procedural Safeguards Governing Grade Determination Appeals.**

In order to guarantee procedural fairness to both the student and the faculty member involved, the following procedures shall guide such hearings:

1. The subcommittee will hear the case only if the student has exhausted all administrative remedies through the appropriate department chair and his or her college dean.
2. The subcommittee chairperson will consult with both the faculty member and student concerning the hearing procedures, the time, date, and place of the hearing and will ensure relevant materials reach all parties in a timely fashion.
3. The burden of demonstrating a preponderance of evidence of arbitrary or unfair grading rests on the student. The student should realize such a charge is a serious one and refrain from taking capricious action.
4. Both the student and faculty member shall be given an opportunity to present his or her case and to refute the case presented by the other.
5. All matters upon which a recommendation will be based must be introduced during the hearing before the Subcommittee. Recommendations shall be based solely upon such evidence.
6. Appellants who fail to appear after proper notice will have their cases heard in absentia.
7. The chairperson of the subcommittee will submit in writing conclusions and recommendations to the Provost and Vice President for Academic Affairs.



# Appendix II

## **University of West Georgia Policy on Volunteers**

The university benefits from the efforts of non-paid persons who contribute to the overall success of the institution. The Georgia Tort-Claims Act only extends liability coverage to non-paid agents if they are part of a structured volunteer program. Employing non-paid agents without a structured program represents an uninsured financial risk to both the university and the individual.

### **Purpose**

This purpose of this policy is to simultaneously protect the university and our non-paid persons by providing the structure required under the Georgia Tort-Claims Act.

### **Definitions**

*Community-service worker:* An individual who is referred by the court or by the student judicial process and ordered to perform work as part of a disciplinary sanction or restitution.

*Non-paid intern:* A person who works without pay to gain practical experience as part of an academic curriculum. In reference to this policy, an individual is only considered a non-paid intern if (1) he or she conducts university business, and (2) is not paid for this work.

*Non-paid person:* Any community-service worker, intern, or volunteer who works for or represents the university without monetary compensation.

*University business:* Activities which are endorsed by an individual's chain-of-command, and:

- Are defined in an individual's job description, or;
- Accomplish departmental objectives, or;
- Help support university or divisional missions, or;
- Contribute to efforts that are specifically identified by USG or the State of Georgia.

*University employee:* Any individual who performs work for, and receives a paycheck from, the university, including student assistants, graduate assistants, paid interns, and those who are enrolled in a contracted-employment program.

*Volunteer:* A person who voluntarily offers himself or herself for a service or undertaking without pay.

### **Text**

Departments are permitted to engage the services of non-paid persons (community service workers, volunteers, non-paid interns) for efforts provided the following conditions are met:

- The efforts of the non-paid person(s) will support or accomplish university business, and;
- The effort or work is coordinated or supervised by a university employee, and;
- The effort or work is in compliance with all applicable laws, codes, and regulations, including USG and UWG policies, and the Fair Labor Standards Act, and;
- The department/unit has notified Risk Management/EHS (RM/EHS) of the effort, and has complied with all requirements identified by RM/EHS.

Oversight of this policy is the responsibility of the Division of Business & Finance.