



Stevenson University

Policy Manual

Volume I

GOVERNANCE

The University reserves the right to make changes to the policies and appendices found in this policy manual and/or to rescind them at any time. All policies are updated on the University website as deemed necessary by the University. The master version of the policy manual is located in the Office of Human Resources and supersedes any previous versions.

TABLE OF CONTENTS

Volume I

GOVERNANCE

1.1 MISSION, VISION, VALUES & DIVERSITY STATEMENT 1

1.2 GOVERNING DOCUMENTS OF STEVENSON UNIVERSITY 2

1.3 ORGANIZATION OF THE UNIVERSITY 3

1.4 ADMINISTRATIVE COMMITTEES OF STEVENSON UNIVERSITY 6

1.5 GENERAL PROCEDURES FOR CHANGING, DELETING, OR ADDING
UNIVERSITY POLICIES 7

1.1 MISSION, VISION, VALUES & DIVERSITY STATEMENT

Mission

The University is an innovative, coeducational, independent university offering undergraduate and graduate students a career-focused education marked by individualized attention, civility, and respect for difference. The University blends the liberal arts with career exploration and planning, complementing a traditional education with applied learning beyond the classroom. The University meets students where they are and supports and challenges them to become reflective and accomplished individuals committed to a lifetime of learning and contribution. Students graduate with the competence and confidence needed to address creatively the opportunities and problems facing their communities, the nation, and the world.

Vision

The University will become a national leader in collaborative career-focused liberal arts education and will equip its graduates to visualize and achieve excellence in a dynamic global community.

Values

The core values of the University provide a foundation for faculty, staff, and students to fulfill the mission and achieve the vision of the institution. The values are focused on community, learning, integrity, and excellence.

- Promoting a sense of community, the University embraces the common bonds and obligations within and beyond the campus while respecting individual and cultural differences.
- Fostering learning, the University promotes the pursuit of theoretical and practical knowledge while encouraging a life well-lived and a lifelong philosophy of informed, critical thinking to meet evolving challenges and opportunities.
- Instilling integrity, the University requires acting with dignity and honesty while adhering consistently to the University's ethical codes.
- Achieving excellence, the University lauds superior performance while recognizing the importance of persistence toward goals.

Diversity Statement

Stevenson University commits itself to diversity as it relates to awareness, education, respect and practice at every level of the organization. The University embraces people of all backgrounds, defined by, but not limited to, ethnicity, culture, race, gender, class, religion, nationality, sexual orientation, gender identity or expression, age, physical ability, learning styles, and political perspectives. The University believes its core values are strengthened when all of its members have voice and representation. The resulting inclusive organizational climate promotes the development of broad-minded members of the University who positively influence their local and global communities.

1.2 GOVERNING DOCUMENTS OF STEVENSON UNIVERSITY

Charter

Stevenson University was founded in 1947 as Villa Julie College and incorporated as a Maryland non-stock corporation in 1958. Its corporate charter was amended and restated in 1998. **See Appendix I-A:** Villa Julie College, Inc., Articles of Amendment and Restatement, dated January 7, 1998, and filed with the Charter Division of the Maryland State Department of Assessments and Taxation (SDAT) on January 13, 1998.

In 2008, Stevenson’s corporate charter was amended to change its name to “Stevenson University, Inc.” **See Appendix I-B:** Villa Julie College, Inc., Articles of Amendment, dated and filed with the Charter Division of SDAT on June 19, 2008.

Tax Status

On September 19, 2008, the Internal Revenue Service reaffirmed Stevenson University’s exemption from tax under Section 501(c)(3) of the Internal Revenue Code. **See Appendix I-C:** Internal Revenue Service Letter, dated September 19, 2008.

Corporate Bylaws

The Amended and Restated Bylaws of Board of Trustees of Stevenson University, Inc., are appended hereto as **Appendix I-D.**

1.3 ORGANIZATION OF THE UNIVERSITY

Board of Trustees and Board of Trustees Committees

For the Board of Trustees and the Board Committees they serve, see **Appendix I-E**.

The President and the President's Cabinet

President

- Formulates plans and programs for and directs administration of the University, within authority delegated by the Board of Trustees.
- Confers with the Board of Trustees to plan and initiate programs concerning organizational, operational and academic functions of campus, and oversees their execution.
- Administers fiscal and physical planning activities such as development of budget and building and expansion programs, and recommends their adoption.
- Negotiates with administrative officials and representatives of business, community, and civic groups to promote objectives and policies of institution as formulated by Board of Trustees.
- Establishes operational procedures, rules, and standards relating to faculty and staff classification standards, financial disbursements and accounting requirements.

President's Cabinet

- Members include:
 - President
 - Executive Vice President for Academic Affairs & Provost
 - Executive Vice President for Financial Affairs/CFO
 - Vice President and Chief of Staff.
 - Vice President for Enrollment Management
 - Vice President for Human Resources and Title IX Coordinator
 - Vice President for Marketing and Public Relations
 - Vice President for Student Affairs
 - Vice President for University Advancement
- The Cabinet's charge is to advise the President on administrative matters and to address institutional concerns.

Executive Vice President for Academic Affairs & Provost

- Facilitates and advances the development of academic goals and directions for the academic programs of the University; establish measures of academic effectiveness and monitor progress.
- Oversees the planning, management, and ongoing review of academic affairs budgets, and ensures that programs and budgets reflect the strategic direction of the University.
- Facilitates and provides support for faculty recruitment, evaluation, development, retention, and governance in a teaching-oriented setting.
- Partners with other senior administrators to elevate and strengthen academic programs, to improve student retention, and to ensure fair, effective, and positive delivery of services to students on academic matters.
- Serves as the accreditation liaison officer for the Middle States Commission on Higher Education.

Executive Vice President, Financial Affairs & CFO

- Responsible for the University's financial and business operations, including the development and submission of the budget to the President and Board of Trustees.
- Participates in developing short and long range strategic planning; oversees auxiliary services, facilities plant operations, athletics and security/transportation functions
- Responsible for collection, investment, reimbursement, accounting and auditing of all University funds; and oversees building renovation and construction financing.

Vice President and Chief of Staff:

- Serves as liaison between the President and key constituents, including trustees, faculty, staff, students and the surrounding community.
- Works collaboratively with other Cabinet members.
- Manages the operations of the President's Office.
- Represents the President at various internal and external events.
- Oversees the development of the Strategic Planning process.
- Plans and executes special events and meetings both on and off campus.
- Manages the Baltimore Speakers Series.
- Helps prepare for Board and subcommittee meetings, facilitates Board orientations and takes responsibility for managing communication with the Board.
- Manages Conference Services
- Helps with Security, Maintenance and Food Services, when needed.

Vice President, Enrollment Management

- Responsible for enrollment activities for all new students to the University, including the admissions and financial processes for traditional, and transfer students.

- Collaborates on marketing and enrollment processes with Stevenson University Online staff.
- Establishes and oversees admissions guidelines and practices.
- Conducts ongoing statistical and market analysis and directs preparation of all enrollment marketing and other print materials to effectively promote the University.
- Ensures admissions goals are established according to the strategic plan of the University.

Vice President, Human Resources and Title IX Coordinator

- Responsible for human resource management and development relating to the recruitment and retention of staff, including policy development, recruiting and hiring, benefits plan design and administration, compensation practices and administration, employee relations, personnel records, student employment programs and legal compliance.
- Works cooperatively with the Executive Vice President for Academic Affairs for same related to faculty.
- Manages the Human Resources function to support the strategic plan.
- Develops internal tracking to better analyze effectiveness of HR practices.
- Serves as Chair of the Policy Manual and Co-chair of the Diversity & Inclusion committee.
- Serves as Title IX Coordinator and committee Chair.
- Serves as Fair Practices Officer under the direction of the President.

Vice President, Marketing and Digital Communications

- Responsible for developing and implementing a comprehensive strategic marketing and public relations program for the entire University, in keeping with the University's mission and brands.
- Develops and manages relationships with the media, including obtaining regular and visible media coverage for the University in television, radio, print, online and social media.
- Participates with the President and Cabinet members in developing and implementing short and long-term strategic marketing plans.
- Responsible for all phases of publishing the University's magazine and internal newsletters, including but not limited to planning, writing, editing and overseeing design and production.
- Assists with publicity for University-wide events planning and implementation.

Vice President, Student Affairs

- Provides leadership in administering a comprehensive range of co-curricular programs and services designed to support student engagement and success.

- Responsible for student activities, residence life, students' rights and responsibilities, and health and wellness services.
- Develops and implements student Leadership programs.
- Oversees campus housing, including development of a comprehensive educational, social and personal enrichment program for residents.
- Chairs the University Hearing Board.
- Enforces judicial policies, including sanctions and advising students.
- Assesses the quality of student services and executes necessary changes.

Vice President, University Advancement

- Develops short and long-range goals to meet institutional funding objectives and enlists support from members of the University and governing body.
- Oversees the development and submission of grant proposals from private foundations, corporations, and government agencies.
- Identifies potential contributors to special project funds and ongoing operations through examination of past records, individual and corporate contracts and knowledge of community.
- Oversees activities related to planning and coordinating fund drives, organizing direct mail campaign to reach potential contributors and planning and coordinating fund raising events.

1.4 ADMINISTRATIVE COMMITTEES OF STEVENSON UNIVERSITY

General Policies and Procedures

In general, most of the administrative work of the University is conducted through committees. Membership on standing committees of the University is established through elections and/or appointments in affirmation of the importance of broad participation by administration, faculty, staff, and students in planning and implementing programs and activities of the University and in addressing issues of University-wide concern.

It is critically important that each committee perform effectively in order to achieve its implicit objectives and enable the University to achieve its mission. Thus, it is important that each committee meet periodically to plan and implement its responsibilities and maintain minutes. Additional guidelines on standing committees follow:

1. Each Committee Chairperson is asked to assume primary responsibility for leadership of the respective committee, for convening the committee, for appointing a committee member to record minutes, for implementing its responsibilities or submitting its recommendations to the appropriate next level of authority, and for submitting the committee's Annual Report.
2. All committee members are expected to give appropriate priority to the committee's assignments and to cooperate fully with the committee process.

3. Any member of the University community who has suggestions or resources for any standing committee will inform the respective committee Chair of this information as soon as possible.
4. Except for meetings of the Board of Trustees and its committees, the President's Cabinet, and the Judicial Committees, electronic copies of minutes of meetings of committees in this section should be submitted to the Office of Institutional Research and Assessment which will serve as the official institutional repository for minutes. Minutes should be submitted after they are approved of by committee members and no later than the end of the respective semester. The minutes should include the following elements: name of committee, date and time of meeting, attendees' names, topics and summaries of discussion, and name of person who submitted the minutes. Information should be summarized as to maintain the confidentiality of specific student reference.
5. For a list of Administrative Committees of Stevenson University, see the Human Resources website.

1.5 GENERAL PROCEDURES FOR CHANGING, DELETING, OR ADDING UNIVERSITY POLICIES

Policy changes, additions or deletions originating from members of the university community shall be addressed in writing to the Policy Manual Committee Chair (PMC), Vice President Human Resources.

- a. The PMC will review recommendations for policy changes, deletions, or additions.
- b. The PMC will submit new or revised policy recommendations to the Cabinet for review and initial approval, with the final approval by the President.
- c. The President will forward approved policies to the PMC Chair, who in turn routes these policies to the persons responsible for dissemination.
- d. Policy changes that originate from a proposed resolution of the Faculty Council must be approved by the President. The President will forward copies of the approved resolutions to the Executive Vice President for Academic Affairs and Provost who in turn routes these documents to the persons responsible for dissemination, including the PMC Chair.
- e. The PMC Chair, or designee, is responsible for communicating all policy changes, deletions, or additions to the University community and for placing policies in the Policy Manual on the University website and portal.
- f. The PMC is responsible for monitoring changes in national and local higher education practice and law to ensure that the University's practices are up-to-date and appropriate.

Nothing in these procedures shall be construed to restrict the prerogative of the President to change or create policy. The President's Office will inform the PMC Chair of any such policies or revisions.

APPENDICES

Appendix I-A	Articles of Amendment and Restatement 1998
Appendix I-B	Articles of Amendment, 2008
Appendix I-C	Tax Exempt Status, IRS 2008
Appendix I-D	Amended and Restated Bylaws of Board of Trustees
Appendix 1-E	Board of Trustees and the Board Committees They Serve
Appendix 1-F	Faculty Council Constitution & By-Laws