

Stipulated Policies

OVERVIEW

In Appendix 1 of the WASC Handbook of Accreditation, WASC requires institutions to make available for review on request throughout the period of accreditation their published and publicly available policies in force identified by the Commission (February 2008).

In addition to the specific policies identified below, the following web pages are good general reference sources*:

- University Catalog - http://myllu.llu.edu/apps/publications/view_pub.php
- Handbooks:
 - LLUAHSC - http://www.llu.edu/llu/handbook/lluahsc_policies/
 - Administrative - <http://www.llu.edu/llu/handbook/administrativehandbook/>
 - Faculty - <http://www.llu.edu/llu/handbook/facultyhandbook/>
 - Employee - http://wisdom.mc.llumc.edu/hr/Forms/LLU_Employee_Handbook.pdf
 - Student - <http://www.llu.edu/llu/handbook/>

**A DVD providing electronic copies of the above listed handbooks and catalog is included in the CPR Packet*

INSTITUTIONAL INTEGRITY

- A widely disseminated, written policy statement of commitment to academic freedom in teaching, learning, research, publication, and oral presentation
 - Faculty Handbook 3.1: “Academic Freedom” (2007)
 - Faculty Handbook 3.2: “Academic responsibility” (2007)
 - Student Handbook: “Freedom of Expression Policy” (p. 76-77, 2006)
- Due process procedures that demonstrate faculty and students are protected in their quest for truth
 - Administrative Handbook I-53: “Faculty Grievance” (12-12-2007)
 - Faculty Handbook 2.8.0: “Grievance” (2007)
 - Student Handbook: “Due Process Procedures” (p. 75-76, 2006)
- Written policies on due process and grievance procedures for faculty, staff and students
 - Administrative Handbook I.2: “Discipline Non-Faculty” (05-07-2008)
 - Administrative Handbook I.16: “Staff Termination, Resignation, Dismissal, Death” (05-23-2000)
 - Administrative Handbook I-53: “Faculty Grievance” (12-12-2007)
 - Administrative Handbook I-54: “Staff Grievance” (12-12-2007)
 - Faculty Handbook 2.6.0: “Discontinuation of faculty appointment and severance of University employment” (2007)
 - Faculty Handbook 2.7.0: “Discipline and dismissal policy” (2007)
 - Faculty Handbook 2.8.0: “Grievance” (2007)
 - Faculty Handbook 2.9.0: “Legal recourse” (2007)
 - Student Handbook: “Due Process Procedures” (p. 75-76, 2006)

- A clear statement of institutional policies, requirements, and expectations to current and prospective employees
 - Faculty Handbook 2.2.2: "Procedures for primary and dual faculty appointments" (2007)
 - The Faculty Handbook URL (<http://www.llu.edu/llu/handbook/facultyhandbook/>) is provided to all new faculty members (of all status/ranks) in their appointment letter from the chancellor. All new faculty members are required to print out and sign the acknowledgment form that they accept they are responsible to know the contents.
 - All employees receive the Employee Handbook which includes mission, values, and employee policies, welcome letter from Chancellor, and introduction pages indicate need to know policies.
 - All students receive the Student Handbook which includes mission, values, learning outcomes, and student policies. While completing the online registration process, students are required to complete a section saying they are responsible for knowing the policies within the Handbook.

- Institutionally developed and published non-discrimination, equal opportunity, and affirmative action policies
 - Administrative Handbook I-1: "Nondiscrimination and Affirmative Action" (08-11-1994)
 - Administrative Handbook I-15: "Non-Discrimination and Anti-Harassment" (12-12-2007)
 - Administrative Handbook I-37: "Employee Disabilities" (12-12-2007)
 - Faculty Handbook 2.2.1: "Qualifications" (2007)

- Clearly written policies on conflict of interest for board, administration, faculty, and staff, including appropriate limitations on the relations of business, industry, government, and private donors to research in the institution
 - Administrative Handbook I-3: "Conflicts of Interest" (08-28-2007)
 - Administrative Handbook I-42: "Research Conflict of Interest" (12-12-2007)

- A clear statement that the institution agrees to abide by WASC Policy on Substantive Change and the Policy on Distance and Technology-Mediated Instruction
 - Administrative Handbook C-15: "Off-Campus Program Proposals" (10-24-1991)
 - LLU understands the WASC Policy on Substantive Change and the Policy on Distance and Technology-Mediated Instruction and abides by it.

RESEARCH

Faculty Handbook section 3.4 deals specifically with research

- Policies covering human subjects and animals in research, classified research, patent provisions, cooperative research relations with industry, and other similar issues related to the integrity and independence of the research enterprise
 - Faculty Handbook 3.4.4: "Sponsored research" (2007)
 - Faculty Handbook 3.4.5: "Human subjects" (2007)
 - Faculty Handbook 3.4.6: "Animal subjects" (2007)
 - Faculty Handbook 3.4.10: "Intellectual properties and royalties [aka patents]" (2007)

- Institutions that support applied research having the potential for producing significant revenue have clear policies on how faculty responsible for such research share revenue from patents, licenses, and sales. Institutions supporting entrepreneurial activity of faculty of institutionally sponsored research parks have clear policies covering the involvement of faculty in such ventures, the protection of basic research, and the publication of research results

- LLUAHSC Handbook - section H: "Research Affairs"
- Faculty Handbook 3.4.4: "Sponsored research" (2007)
- Faculty Handbook 3.4.9: "Publication of research results" (2007)
- Faculty Handbook 3.4.10: "Intellectual properties and royalties" (2007)

EDUCATIONAL PROGRAMS

- Precise, accurate, and current information in printed material regarding a) educational purposes; b) degrees, curricular programs, educational resources, and course offerings; c) student charges and other financial obligations, student financial aid, and fee refund policies; d) requirements for admission and for achievement of degrees; and e) the names of the administration, faculty, and governing board
 - Loma Linda University 2008-2009 Catalog
- Publications that make clear the status (e.g., full-time, part-time, adjunct) of each faculty member
 - Full name of faculty members, school and department of appointments, academic ranks, and academic degrees are shown in the Loma Linda University 2008-2009 Catalog "The Faculty" section for all LLU faculty members. Status of faculty members is not published.
 - Faculty Records has the complete academic and administrative appointment information for LLU faculty.
- Clearly articulated policies for the transfer of credit to ensure that students who transfer in with general education course credits meet the institution's own standards for the completion of the general education requirement
 - Administrative Handbook C-9: "Academic Credit" (11-15-2006)
 - Administrative Handbook F-4: "Evaluation of Transfer Credit for Undergraduate Programs" (08-26-1991)
- Policies and procedures for additions and deletions of programs
 - Administrative Handbook C-1: "Establishment and Discontinuance of School, Department, or Major" (11-15-2006)
- Requirements for continuation in, or termination from, academic programs, and a policy for readmission of students who are disqualified for academic reasons
 - Loma Linda University 2008-2009 Catalog: "Academic Policies and Information"
 - Administrative Handbook C-5: "Applicant and admission procedures" (05-20-2008)
- Clearly stated graduation requirements that are consistently applied in the degree certification process
 - Administrative Handbook C-13: "Graduation" (05-07-2008)
 - Student Handbook Section IV: "Academic Information" (p. 49-60, 2006)

FACULTY

Chapters 2-3 of Faculty Handbook deal specifically with faculty issues about appointments and responsibilities

- Personnel policies governing employment of teaching fellows and assistants
 - Faculty Handbook 2.1.7.c (7): "Postdoctoral fellows" (2007)
 - Faculty Handbook 2.1.7.c (3): "Research Assistant" (2007)
- Policy designed to integrate part-time faculty appropriately into the life of the institution

- Faculty Handbook 1.5.0: "Faculty participation in governance" (2007)
- Explicit and equitable faculty personnel policies and procedures
 - Faculty Handbook Chapter 6: "University Employee Policies and Procedures"
 - Administrative Handbook Section I: "Personnel" include personnel and Human Resources policies that apply to employees including faculty and staff.
- Policies on salaries and benefits
 - Administrative Handbook I-11: "Salary wage scale" (08-28-2007)
 - Faculty Handbook Chapter 6 (2007)
 - Employee Handbook (p. 19-40, 2006)
 - A wage scale book is published yearly with steps and figures. It is not an online document. The 2008 book is available via Financial Affairs, if requested.
- Policies for faculty and staff regarding privacy and accessibility of information
 - Administrative Handbook J-9: "HIPAA Security policies" (05-18-2005)
 - Faculty Handbook 2.2.7: "Privacy of information" (2007)

LIBRARY

- Written library collection development and weeding policies, including the bases for accepting gifts.
 - Administrative Handbook V-10: "Archival materials" (5-17-2000)
 - Library Collection Development

STUDENTS

- Admission and retention policies and procedures, with particular attention to the application of sound admission and retention policies for athletes, international students, and other cases where unusual pressures may be anticipated
 - Loma Linda University 2008-2009 Catalog "Admission Policies and Information"
 - Loma Linda University 2008-2009 Catalog "Academic Policies and Information"
 - Loma Linda University 2008-2009 Catalog "Financial Policies and Information"
 - Administrative Handbook C-5: "Applicant and admission procedures" (05-20-2008)
 - Administrative Handbook N-2: "Required deposits" (01-04-1995)
 - Loma Linda University does not have athletic academic programs.
 - See also school-specific policies in Student Handbook.
- Clearly defined admissions policies attentive to the special needs of international students
 - Administrative Handbook C-5: "Applicant and admission procedures" (05-20-2008)
 - Administrative Handbook N-2: "Required deposits" (01-04-1995)
 - Student Handbook: "International student services" (p. 42, 2006)
- Policies on student rights and responsibilities, including the rights of due process and redress of grievances
 - Student Handbook: "Discipline and appeals policy," "Grievance procedure," and "Nondiscrimination and affirmation action policy" (p. 75-78, 2006)
 - See also school-specific policies in Student Handbook.
- Publications that include policies and rules defining inappropriate student conduct
 - Administrative Handbook I-6: "Lifestyle" (12-12-2007)
 - Administrative Handbook I-12: "Drug-free Worksite" (09-16-1998)

- Student Handbook - Section V: "University Policies" (p. 61-94, 2006)
- A policy regarding fee refunds that is uniformly administered, and consistent with customary standards
 - Loma Linda University 2008-2009 Catalog "Financial policies and information"
 - Loma Linda University 2008-2009 Catalog "General practices"
 - Loma Linda University 2008-2009 Catalog "Advance payments/refunds"
 - Student Handbook: "Student Housing," (p. 27, 2006)

FINANCES

- Policies, guidelines, and processes for developing the budget
 - Administrative Handbook D-4: "Budgeting process" (08-11-1999)
 - Administrative Handbook D-5: "Budget reports and controls" (08-12-1998)
- Clearly defined and implemented policies with regard to cash management and investments, approved by the governing board
 - LLUAHSC Handbook C-18: "Investment Policy and Guidelines (08-2007)
 - Administrative Handbook D-10: "Endowment spending rate" (08-23-1993)
 - Administrative Handbook D-11: "Interfund loan interest rates" (08-23-1993)
 - Administrative Handbook D-12: "Borrowing and lending of funds" (06-09-1997)
- Policies and a code of ethics for employees involved in buying, bidding, or providing purchase orders
 - LLUAHSC Handbook C-13: "Authorization of the Expenditure of Funds" (02-2004)
 - LLUAHSC Handbook C-15: "Petty Cash" (05-2004)
 - Administrative Handbook D-1: "Purchasing" (08-26-1991)
 - Administrative Handbook D-2: "Expense reports" (08-12-1998)
 - Administrative Handbook D-4: "Budgeting process" (08-11-1999)
 - Administrative Handbook D-6: "Petty cash" (08-26-1991)
- Policies on risk management, addressing loss by fire, burglary and defalcation; liability of the governing board and administration; and liability for personal injury and property damage
 - Administrative Handbook I-25: "Liability claims processing" (05-15-1995)
 - Administrative Handbook I-3: "Conflicts of interest statement" (08-28-2007)
 - Faculty Handbook 6.4.2 "Liability insurance Groups A and B" (2007)
- Policies regarding fundraising activities that comply with sound ethical accounting and financial principles
 - LLUAHSC Handbook L-2: "Gifts to LLUAHSC" (02-2004)
 - LLUAHSC Handbook L-3: "Gift Acceptance" (02-2007)
 - Administrative Handbook K-1: "Gifts" (05-18-1992)
 - Administrative Handbook K-2: "Establishing Endowed Chairs & Funds" (02-06-1992)
 - Administrative Handbook K-3: "Code of Ethics and Conduct - Donor and Prospect Information" (08-23-1993)
 - Administrative Handbook K-4: "Standards of Professional Practice" (08-21-1995)