

Working Group 2 Standard II Ethics and Integrity
Interim Report #2

Standard II- Ethics and Integrity

Ethics and integrity are central, indispensable, and defining hallmarks of effective higher education institutions. In all activities, whether internal or external, an institution must be faithful to its mission, honor its contracts and commitments, adhere to its policies, and represent itself truthfully.

Criteria

An accredited institution possesses and demonstrates the following attributes or activities:

1. a commitment to academic freedom, intellectual freedom, freedom of expression, and respect for intellectual property, freedom of exs-0.002 Tc 0.001 Tw T* [(nte)-TT1ocp (t)8544 ana

2. a climate that fosters respect among students, faculty, staff, and administration from a range of diverse backgrounds, ideas, and perspectives;

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Evidence Name: Employee Handbook 2019, 2019-2020 Faculty Handbook, 2019-2020 Student Handbook, 2019 Graduate Catalog, Student Athlete Handbook

- x Do we have it?
 - o Page 8 of Employee Handbook, page 52 of Faculty Handbook, page 8 of Student Handbook, page 4 of Graduate Catalog, page 10 of Student Athlete Handbook – Explains our Non-Discrimination policies (i.e. LGBTQIA+, hiring, recruiting)
 - o Page 9 of Employee Handbook outlines compensation practices for a workplace injury, page 17 outlines pay practices, classes are cancelled, page 27 outlines compensation based on performance evaluations, page 31 outline Compensation Policies and Procedures, page 52 outlines Unemployment Compensation, and page 55 outline Worker's Compensation
 - o Pages 16/17 of Faculty Handbook indicates compensation for course overloads and summer courses, pages 26 cover research compensation, pages 31 outline Employment and Benefit Protection and Leave benefits, and page 44 indicate Faculty Salary and Benefits, and page 47 and 53 covers Worker's Comp
- x Do we use it?
 - o The Student, Employee, and Faculty handbooks are updated annually and become available for all employees and faculty members. The University follows all policies and procedures outlined in the handbooks.
- x Does it work?
 - o The Employee Handbook, Student Handbook, Faculty Handbook, and Graduate Catalog adequately provide evidence that offers accurate and comprehensive information regarding LGBTQIA+ acceptance, discrimination policies, open hiring practices, and fair pay practices.

fair and impartial, and assure that grievances are addressed promptly, appropriately, and equitably;

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Evidence NameEmployee Handbook 2019, Faculty Handbook, Undergraduate & Graduate Catalogs, Employee and Student Complaint Form and Grievance Procedure

- x Do we have it?Page 20 in Employee HandbookGrievance Procedure for students & employees. Explains what to do and where to locate the form.
 - o Page 5 in Faculty Handbookexplains the faculty grievance policy
 - o Grievance procedure and where to find the form are indicated on page 8 in the 2019/2020 Graduate Catalog and on page 11 in the 2019/2020 Undergraduate Catalog.

- x Do we use it?There are several sources that indicate where to locate the Employee and Student Complaint Form and Grievance Procedure and who should be contacted for questions or concerns.

- x Does it work?

- o 2019 Branding Standards Manual (in its entirety)
 - o Mercyhurst University Admissions Division of Enrollment (via Mercyhurst Hub)
 - Erie Undergraduate Admissions statement
 - Graduate and Continuing Education statement
 - North East Admissions statement
 - Book T. Washington and Corry admissions statement
 - Student Financial Services
 - Marketing and Brand Management Statement
 - Public Relations statement
- x Do we use it? The Employee and Faculty handbooks are updated yearly and become available for all employees and faculty members. The Branding Standards Manual and Mercyhurst University Admissions Division of Enrollment are all current and appear to follow all policies and procedures outlined in their statements on communications.
- x Does it work? The Employee Handbook and Faculty Handbook; Branding Standards Manual, and Mercyhurst University Admissions Division of Enrollment all provide adequate evidence that speaks to ethics and integrity in this institution's honesty and truthfulness in public relations announcements, advertisements, recruiting and admissions materials and practices, as well as in internal communications.

7. as appropriate to its mission, services or programs in place:

- a. to promote affordability and accessibility;
- b. to enable students to understand funding sources and options, value received for cost, and methods to make informed decisions about incurring debt;

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- x Do we have it? 2019-2020 Undergraduate (p.3-6), Graduate (p.14-21) Course Catalogs, and Entrance and Exit Loan interviews. The sections provide a thorough examination of tuition, fees, room and board, loan and grant education, the financial aid awarding process, campus amenities, SFS calendar and procedures, and enrollment requirements. This document is updated by the office of academic affairs on an annual basis.
- x Do we use it? The undergraduate and graduate course catalogs are made available to all students on the internal and external websites. The Entrance and Exit Loans Interviews are required by the federal government before taking the loan and prior to graduation.
- x Does it work? The 2019-2020 Undergraduate and Graduate Course Catalogs adequately provide evidence that offers accurate and comprehensive information regarding expenses, financial aid, scholarships, grants, loans, repayment and refunds.

8. compliance with all applicable federal, state, and Commission reporting policies, regulations, and requirements to include reporting regarding:

- a. the full disclosure of information on institutionwide assessments, graduation, retention, certification and licensure or licensing board pass rates;
- b. the institution's compliance with the Commission's Requirements of Affiliation;
- c. substantive changes affecting institutional mission, goals, programs, operations, sites, and other material issues which must be disclosed in a timely and accurate fashion;
- d. the institution's compliance with the Commission's policies; and

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Evidence Programmatic Accreditation Document, Graduation Data Document, Assessment Handbook, Individual academic program webpage (ex. PA, AT),

- x Do we have it? The documents contain information adequate demonstration of institution-wide assessment, graduation and retention rates, and certification and licensure or licensing board pass rates.
- x Do we use it? Graduation and retention data are shared internally and publicly, institutional wide assessment is available on the assessment and planning webpage as is the certification/licensure list.
- x Does it work? These documents adequately provide evidence that offers accurate and comprehensive information regarding information on institutionwide assessments, graduation, retention, certification and licensure. The workgroup recommends having a central place to list accredited program board pass rates. Whether for institutional and/or public use, it is challenging to find information on campuswide assessment. Individual programs publicize licensing board pass rates on their webpages (e.g., Physician Assistant, Athletic Training), but there is no central location. The following two resources might be useful to the steering committee: NCAA Academic Success, National Center for Education Statistics
<https://web3.ncaa.org/aprsearch/asrsearch>
<https://nces.ed.gov/collegenavigator/?q=mercyhurst&s=all&id=213987>

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Do we have it? Various policies and processes exist to provide guidance for institutional ethics and integrity. Assessments of ethics and integrity in institutional policies, processes, practices and implementation are based on various sources and

- o Employee Handbook, Section 1 General Policies, see especially Section 1.3 Code of Ethics and Conduct, page 7
- o Student Conduct Code in the Student Handbook (page 8) and the 2019-2020 Graduate Catalogue.
- o Academic Honesty Policy in the 2019-