Faculty Handbook

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THE GEORGE WASHINGTON UNIVERSITY

WASHINGTON, DC

GW Faculty Handbook 2015
Table of Contents

Section 3: Teaching at GW

Section 4: Research at GW

Section 5: Academic Resources at GW

Section 6: Institutional Documents

Section 7: University Services and General Resources

Appendix: Faculty Handbook Revision Procedures

George Washington University Faculty Handbook

Foreword

This Handbook has been prepared for the information and use of the faculty of the George Washington University. Some part-time faculty members are covered by the collective bargaining agreement between the university and Service Employees International Union Local 500. For those part-time faculty members, the collective bargaining agreement shall control when there is a conflict between it and the Handbook.

The policies and procedures described herein may be revised by the university, and unless otherwise stated, will be effective as of the date of adoption. Revisions will be posted to the online version of the Handbook as soon as practicable after they are adopted. It is the university's practice and intent that no substantive revisions relating to this Handbook will be made without consultation with the Faculty Senate.

A faculty member should also become familiar with the **Faculty Code**, which sets forth the rights and responsibilities of academic personnel, and the **Faculty Organization Plan**, which describes the bodies and functions of faculty governance. Copies of these publications are available at the two websites below:
http://provost.gwu.edu/policies-procedures
http://www.gwu.edu/~facsen/

Section 1: About the University

1.1 **History**
Founded in 1821, George Washington University grew out of President George Washington's vision to establish a national institution of higher learning. Washington believed the nation's capital was the logical site for such an institution, and he left a bequest toward that objective.

1.2 **Mission**
George Washington University, an independent academic institution chartered by the Congress of the United States in 1821, dedicates itself to furthering human well-being. The university values a dynamic, student-focused community stimulated by cultural and intellectual diversity and built upon a foundation of integrity, creativity, and openness to the exploration of new ideas.

George Washington University, centered in the national and international crossroads of Washington, D.C., commits itself to excellence in the creation, dissemination, and application of knowledge. To promote the process of lifelong learning from both global and integrative perspectives, the university provides a stimulating intellectual environment for its diverse students and faculty. By fostering excellence in teaching, the university offers outstanding learning experiences for full-time and part-time students in

undergraduate, graduate, and professional programs in Washington, D.C., the nation, and abroad. As a center for intellectual inquiry and research, the university emphasizes the linkage between basic and applied scholarship, insisting that the practical be grounded in knowledge and theory. The university acts as a catalyst for creativity in the arts, the sciences, and the professions by encouraging interaction among its students, faculty, staff, alumni, and the communities it serves.

George Washington University draws upon the rich array of resources from the National Capital Area to enhance its educational endeavors. In return, the university, through its students, faculty, staff, and alumni, contributes talent and knowledge to improve the quality of life in metropolitan Washington, D.C.

Strategic Plan
Vision 2021: A Strategic Plan for the Third Century of the George Washington University

The GW Board of Trustees unanimously approved a new strategic plan for the university at its May 2013 meeting, capping an 18-month planning and development process that involved members of every sector of the GW community. The plan provides a framework for transformational progress over the next decade. *Vision 2021* centers on four themes: innovation through cross-disciplinary collaboration, globalization, governance and policy, and citizenship and leadership. Actions and initiatives in the plan are linked to one or more of these themes. Overall, the initiatives set forth in *Vision 2021* will create a more unified undergraduate educational experience, enhance research initiatives, especially those with a cross-disciplinary approach, and expand GW's contributions to the local, national, and global community.

1.3   Demographic Overview
GW is the largest institution of higher education in the District of Columbia with approximately 25,000 students from all 50 states, the District, and more than 130 countries. The undergraduate population accounts for 10,000 students, while 14,000 study on the graduate level and 1,000 are non-degree students. GW's ten schools and colleges, and nearly 100 research centers and institutes span three campuses: Foggy Bottom and Mount Vernon in Washington, D.C., and the GW Virginia Science and Technology Campus in Ashburn, Va. Several graduate education centers also serve students in the metropolitan area and in Hampton Roads, VA.

GW Factbook
The Office of Institutional Research and Planning's Web site includes links to a wide array of information about GW, including the Factbook, which contains official statistics for the most recent and historic reporting periods, such as graduation and retention rates, enrollment counts, admissions statistics, tuition and fees information, and faculty and staff statistics. The IRP site also includes the Common Data Set, which contains current information about GW that is used by publishers of college guidebooks.

1.4   **[Board of Trustees](#)**

The university is governed by a board of trustees, which has overall legal and fiduciary responsibility for the university.

1.5   **Administration**

The administration of the university is comprised of the president, provost, vice presidents, deans and department chairs. All are firmly committed to ensuring a top-quality educational experience for GW students.

> [President](#)
> [Provost](#)
> [Vice Presidents](#)
> [Deans](#)
> [Department Chairs](#)

1.6   **Faculty**

The university structure is based on shared governance, and the faculty have a role in the development, implementation, and management of educational policy and curriculum through membership in school faculties and through two university-wide groups: (1) the Faculty Assembly, which consists of academic personnel in full-time service and certain designated administrative personnel; and (2) the Faculty Senate, a representative body acting for the faculty as a whole in legislative and advisory capacities. The membership and functions of each of these groups are described in the Faculty Code and the Faculty Organization Plan.

[The Faculty Code](#)

The Faculty Code sets forth the rights and responsibilities of academic personnel. It also defines the various types of faculty appointments at GW.

[Faculty Organization Plan](#)

The Faculty Organization Plan describes the role, structure and functions of faculty at the university, including the faculty's role in shared governance through the Faculty Assembly and the Faculty Senate.

1.7   **[Schools and Academic Programs](#)**

George Washington University includes ten academic units, as follows:

The [Columbian College of Arts and Sciences](#) (CCAS) offers programs leading to the degrees of Bachelor of Arts, Bachelor of Science, Bachelor of Fine Arts, Master of Arts, Master of Fine Arts, Master of Forensic Sciences, Master of Public Administration, Master of Public Policy, Master of Science, Master of Philosophy, Master of Psychology, Doctor of Philosophy, and Doctor of Psychology.

> Within CCAS, the [School of Media and Public Affairs](#) offers programs leading to the degree of Bachelor of Arts with majors in journalism, mass communication, and political communication and to the degree of Master of Arts in Public Affairs.

The [Trachtenberg School of Public Policy and Public Administration](#), also part of Columbian College of Arts and Sciences, offers programs leading to the degrees of Master of Public Administration, Master of Public Policy, and Doctor of Philosophy in Public Policy and Administration.

Within CCAS, the [Corcoran School of the Arts and Design](#) bridges the university's academically robust programs in the arts with Corcoran's creative and inspired scholarship. The school functions as an incubator for artists and practitioners in arts-related fields, and serves to enrich students who are taking classes in other areas of the university. It offers undergraduate and graduate programs in both practical and fine arts.

The [School of Medicine and Health Sciences](#) offers programs leading to the degrees of Bachelor of Science in Health Sciences, Master of Science in Health Sciences, Doctor of Physical Therapy, Doctor of Occupational Therapy, and Doctor of Medicine.

[GW Law](#) offers programs leading to the degrees of Juris Doctor, Master of Laws, and Doctor of Juridical Science.

The [School of Engineering and Applied Science](#) offers undergraduate programs leading to the degrees of Bachelor of Science and Bachelor of Arts. Graduate programs lead to the degrees of Master of Science, Engineer, Applied Scientist, and Doctor of Philosophy.

The [Graduate School of Education and Human Development](#) offers programs leading to the degrees of Master of Arts in Education and Human Development, Master of Arts in Teaching, Master of Education, Education Specialist, and Doctor of Education.

The [School of Business](#) offers programs leading to the degrees of Bachelor of Accountancy, Bachelor of Business Administration, Bachelor of Science, Master of Accountancy, Master of Business Administration, Master of Science in Business Analytics, Master of Science in Finance, Master of Science in Government Contracts (joint degree program with GW Law), Master of Science in Information Systems Technology, Master of Science in Project Management, Master of Tourism Administration, and Doctor of Philosophy.

The [Elliott School of International Affairs](#) offers programs leading to the degrees of Bachelor of Arts, Master of Arts, Master of International Policy and Practice, and Master of International Studies.

The [Milken Institute School of Public Health](#) offers programs leading to the degrees of Bachelor of Science, Master of Science, Master of Public Health, Master of Health Services Administration, Doctor of Public Health and Doctor of Philosophy.

The College of Professional Studies offers programs leading to the degrees of Associate in Professional Studies, Bachelor of Professional Studies, and Master of Professional Studies.

Within the College of Professional Studies, the Graduate School of Political Management (GSPM) offers programs leading to the degree of Master of Professional Studies.

The School of Nursing offers programs leading to the degrees of Bachelor of Science in Nursing, Master of Science in Nursing, and Doctor of Nursing Practice.

Section 2: Working at GW

What follows is a compendium of a number of university policies and employment-related information. You are encouraged to review policy.gwu.edu for a more complete set of university-wide policies.

2.1 [Faculty and Staff Service Center](#)

The Faculty and Staff Service Center (FSSC) provides a single location for employees of the university to receive face-to-face support in the areas of benefits administration, parking and transportation services, and payroll and tax services. Located on the first floor of Rice Hall (2121 Eye Street, NW), the FSSC is open weekdays from 8 a.m. to 5 p.m.

2.2 [Office of Faculty Personnel](#)

The Office of Faculty Personnel is the primary contact for faculty appointment and personnel policies.

2.3 Faculty Appointment Procedures

The Office of Faculty Recruitment and Personnel Relations (FRPR) supports, among other things, the university's continuing commitment to a culturally diverse faculty/librarian workforce and promotes inclusive recruitment and employment practices.

[Office of Faculty Recruitment and Personnel Relations](#)

[Faculty Recruitment Process](#), including detailed instructions for departments/libraries

[Faculty Personnel Relations](#)

[Part-Time Faculty](#)

2.3.1 Terms of Service

Full-time members of the non-medical faculty are normally appointed for a nine-month academic year and may receive supplementary appointments for teaching or research during the three summer months. Faculty members with year-round responsibilities receive a fiscal-year (July 1 through June 30) appointment.

Full-time medical faculty are normally hired on 12-month contracts. Full-time medical faculty includes the faculties of the School of Medicine and Health Sciences, the Milken Institute School of Public Health, and the School of Nursing.

2.3.2 Employment Eligibility and Verification (I-9 Form)

The university is required by federal law to verify the eligibility of an employee to legally work in the United States and at GW. Section I of the Employment Eligibility Verification Form, commonly called the I-9 Form, must be completed on or before the date of hire. Section 2 must be completed within 3 working days of the start of employment.

I-9 Form - Information and Instructions

Remote I-9 Procedure
Occasionally, a department will hire a faculty or staff member who will be employed by the university, yet will not physically work on or in close proximity to the campuses in Foggy Bottom, Ashburn, VA (Virginia Science and Technology) Hampton Roads, VA, or the Biostatistics Center in Rockville, MD. As such, a new employee may not be able to access a GW Authorized I-9 Representative in the local area to present original documents as part of the I-9 completion process. To facilitate the timely completion of I-9s, employees who are off-campus may complete a remote I-9 verification. Questions regarding the remote process should be referred to HRIS at hris@gwu.edu or (703) 726-3679.

2.3.3   Appointment of Relatives of Faculty Members
In accordance with general university policy, the basic criteria for appointment and promotion shall be appropriate qualifications and performance. Relationship by family or marriage shall constitute neither an advantage nor a deterrent to appointment or promotion. Members of the same immediate family, same household, or those involved in a personal relationship (Related Parties) are permitted to work in the same university department, provided that no direct reporting or supervisor-to-subordinate relationship exists. That is, no individual should have decision-making authority or significant influence over the hiring, work responsibilities, salary, hours, career progress, benefits or other terms and conditions of employment of a Related Party.

2.3.4   Appointment and Employment of Foreign Nationals
The GW community is enriched by the presence of short-term visitors, visiting professors and researchers, as well as longer-term and permanent faculty appointees from other countries. In this regard, certain guidelines must be followed with respect to immigration regulations. These regulations apply to such individuals from foreign countries, regardless of whether they are formally employed by GW. In addition, hiring individuals from another country is a significant action that requires careful advance planning. Departments contemplating the appointment, employment, or compensation of any individual (including a student or teaching assistant) who is not a U.S. citizen or a lawful permanent resident must confirm that the individual has proper immigration status authorizing employment at GW when recommending an offer of appointment. The GW International Services Office (ISO) provides detailed advice and assistance to academic departments on the policies and procedures governing visa options and employment of international faculty and researchers. When immigration sponsorship by GW is pursued, the responsibility undertaken involves a collaborative effort between the hiring department and the ISO.

2.3.5   Faculty in Residence and Faculty Guide Program
The Faculty in Residence and Faculty Guide (Fir/FG) program enhances the life of residents in the residence halls and supports the academic mission of the university by

facilitating educationally meaningful interactions among residents and faculty outside of the classroom.

Living and working in residence halls, FiR/FG faculty members plan programs in and beyond the residence halls—from study breaks to concerts at the nearby Kennedy Center. FiRs and FGs serve as bridges for residential students to existing academic programs and help to reinforce healthy learning behaviors in an effort to cultivate a strong academic environment within the residence halls.

2.3.6 Secondary and Courtesy Appointments

A faculty member holding a regular, active-status appointment in one department or school may be granted a secondary or courtesy appointment in another department or school for a specified term. A secondary or courtesy appointment shall require the recommendation of the appropriate faculty and officers of administration of the unit granting that appointment and shall comply with rules and procedures for such appointments established by the unit granting that appointment and by the Provost.

A secondary or courtesy appointment is not a regular, active-status appointment and does not automatically confer any of the rights provided by the Faculty Code and the Faculty Organization Plan to participate in faculty governance in the unit granting that appointment. Unlike a courtesy appointment, a secondary appointment shall allow a faculty member to exercise one or more specified governance privileges in the faculty unit granting the appointment, but such privileges must be approved by that unit's regular, active-status faculty. A secondary or courtesy appointment terminates automatically upon the expiration of its specified term or upon termination of the faculty member's regular, active-status appointment.

2.4   Relocation and Moving Allowance for New Faculty

Full-Time Faculty

New regular, full-time faculty may be eligible for reimbursement of certain expenses connected with moving to the Washington area. Reimbursement eligibility may vary by school, but generally covers:

> 1. Actual costs of moving household goods (e.g., to a moving company, van rental agency, post office for book shipments), with the maximum amount authorized based on the faculty member's rank, as follows:
>> Professor and Associate Professor: $4,500;
>> Assistant Professor and Instructor: $3,000
>
> (If two members of the same family, moving concurrently from the same location, are requesting reimbursement, the total reimbursement shall not exceed $7,500.)
> Note: For current rates, see https://provost.gwu.edu/faculty-appointments.
>
> Original receipts must be submitted for reimbursement to the Office of Faculty Personnel. Reimbursement will be processed after the full-time appointment begins and after the I-9 has been submitted and verified.

2. Travel costs in the form of a mileage allowance from point of origin to the Washington, D.C. area. The rate of reimbursement is tied to the IRS business mileage rate (57.5 cents for 2015). The IRS established mileage rate for moving (23 cents for 2015) is less than the business mileage rate. The portion of the reimbursement that exceeds the IRS rate for relocation is considered taxable income and will be added to your wages and subject to income tax withholding.

Visiting Faculty
A faculty member on a temporary one-year appointment may be eligible for either the moving allowance or the mileage allowance, whichever is greater. No moving or mileage allowance is available to part-time faculty or to full-time faculty appointed for one semester.

2.5   Compensation

2.5.1   Salary Payment Schedule
Full-Time Faculty Salaries
Faculty salaries are paid on the last working day of each month. Excluding the initial academic-year appointment, a faculty member appointed on an academic-year basis customarily receives nine salary checks from the last day of September to the last day of May. In the initial academic-year appointment, regular full-time or visiting full-time faculty will be placed in a ten-month (August 1 through May 31) appointment status for purposes of pay and benefit administration unless electing to be paid in nine installments (September – May 31).

Deferred Compensation
Full-time faculty members may elect a twelve-payment option (September through August) by requesting that arrangement in writing to the Faculty Personnel Office. Faculty members should consult with a tax advisor regarding any questions about the impact of electing to receive compensation over 12 months.
Information and Deferred Compensation Form

Part-Time Faculty Salaries
Faculty salaries are paid on the last working day of each month. By the course teaching staff appointed for the fall semester receive their salary in four checks (September through December) and for the spring semester in five installments (January through May). Summer salaries are also paid on the last working day of each month.

2.5.2   Overload Compensation
A member of the full-time faculty who is authorized by the department chair and dean to teach an extra course during a semester is paid overload compensation at the appropriate part-time faculty salary rate schedule based on the minimum rates established in the collective bargaining agreement for part-time faculty paid by the course. School-based overload compensation rates may be established by request from

a dean to the Provost. No faculty member shall teach more than 8 credits of overload (on- and/or off-campus) per calendar year.

Consistent with the policy, all faculty, including those with course reductions for administrative purposes, are not eligible for overload compensation unless they have taught fifteen (or twelve with the permission of the dean) credits. If a faculty member's usual teaching load is four three-credit courses, a school dean may approve an overload for the fifth course taught during an academic year. Such an approval may only occur on a case-by-case basis and should come in the form of a memo from the dean to the Vice Provost for Faculty Affairs.

Faculty on fiscal year appointments, such as associate deans, department chairs, and program directors, cannot teach overloads during the academic year, except in special circumstances and subject to advance approval from the Provost: they may, however, be compensated for advising or coordinating in specific programs at an agreed upon rate for such activity. Additional compensation for overload teaching on campus or off campus, or for program coordination by full-time members of the faculty, must be processed through the payroll system.

2.5.3   Summer Sessions Compensation
Full-time and part-time faculty may be appointed to teach a maximum of two courses during the summer; any exception to this rule must be cleared in advance by the dean and the Provost. In each school, the dean may further restrict teaching to one course in order to make summer teaching available to a greater number of faculty. With the exception of the schools of Law, Public Health, Medicine and Health Sciences, and Nursing, the university usually pays 1/11 of the academic-year base salary, up to an established cap set at a factor of 1.2 of the average salary within a school or a school subdivision, for each 3-credit-hour course taught during the summer by full-time faculty. The 1/11 fraction is applied to the base salary earned in the academic semester preceding the summer program. (Compensation for teaching courses of more or fewer credits is prorated accordingly, up to the established cap.) If a third course is approved for a full-time faculty member because of a special need of the department that cannot otherwise be met, compensation for the additional course would be on an overload basis at the part-time faculty rate.

Faculty on fiscal-year appointments, for example associate deans, department chairs, and program directors, are permitted to teach one course in the summer at 1/11 of the base academic-year salary, up to the established cap. The dean and the Provost must clear any exception to this rule in advance. If a second course is approved because of a special need of the department that cannot otherwise be met, compensation for the additional course would be on an overload basis at the part-time faculty rate. Administrators with appropriate credentials may teach up to two courses in the summer at the part-time faculty rate. Assignments for administrators will be limited to weekend

or evening courses unless their supervisor provides written approval and the dean and director of summer sessions concur.

A faculty member who combines teaching and externally funded research during the summer may not receive from the university more than 3/9 of the academic-year salary for the three summer months, including both teaching and research, except when the faculty member serves as a consultant to a university project as specified under university Policy on Research: Allowable Compensation and Allocation of Effort. Associate deans (with the approval of the dean and the Provost and Executive Vice President for Academic Affairs), department chairs, and program directors on fiscal-year appointments who are involved with summer research grants are allowed to earn up to a maximum of 2/9 of their base academic-year salary, including both teaching and research.

A new full-time faculty member joining the university in the academic year beginning in the fall semester may be recommended for teaching in the preceding summer sessions, with the 1/11 fraction applied to the base salary stipulated in the contract for the coming academic year.

A faculty member leaving the university may, under special circumstances, be recommended for a teaching assignment in the summer sessions following his or her termination. In such a case, the 1/11 fraction is applied to the base salary for the preceding academic year. Typically, faculty members who are denied tenure will not be permitted to teach after their terminal year.

2.5.4 Sabbatical Leave Compensation
During a period of sabbatical leave the university will pay a faculty member his/her full salary for one semester of leave (or 6 months leave in the case of faculty members on 12-month appointments) or sixty percent salary for a full year's leave. It is understood that a faculty member on sabbatical leave may receive additional compensation from another source either to supplement the 60% of GW salary provided on a full year's leave or to cover relocation expenses when a semester's leave or a full year's leave is spent at a distance from Washington, D.C. The combination of GW compensation and additional compensation should not exceed reasonable limits for the purposes indicated. While on sabbatical, unless preapproved by the Provost, a faculty member may not receive overload compensation for teaching at GW and may not receive an administrative stipend from GW.
A faculty member may not receive sabbatical compensation from the University and concurrently hold a full-time compensated position with another organization. (When a faculty member arranges for full-time employment at another institution or with a private firm or government agency, he/she should apply for leave without salary as provided for in Article III F. and Article VI.A. of the Faculty Code.) Faculty with questions about compensation arrangements should consult with the Provost's Office

for guidance. The full GW sabbatical policy can be found at the Provost's website with the Sabbatical Application Form.

2.5.5   Research Compensation
The Office of the Vice President for Research (OVPR) sponsors various intramural funding competitions throughout the academic school year. The purpose of the University Facilitating Fund (UFF) is to foster the creation of new research projects and scholarly activities for full time university faculty. Awards range from $5,000-25,000 and the award period is a year starting in July.

OVPR-chartered Center and Institute directors can apply for the Centers and Institutes Facilitating Fund (CIFF). This program funds center/institute infrastructure that will support more effective and collaborative efforts leading to success in receiving extramurally funded grants and/or in promoting scholarship and advancing GW's reputation. These awards last for two years.

The Research Enhancement Incentive Awards (REIA) represent a return of research dollars to Principal Investigators, departments and schools based on the generation of external funding. The actual allocation of these funds varies by school.

2.5.6   Administrative Stipends for Fulltime Faculty
Fulltime faculty members who are asked to assume administrative roles, such as program director, department chair, associate dean, or other duties may be given an administrative stipend in addition to their faculty salary.   The amount of such stipends is determined by the role and the supervisor. Faculty who assume 12-month administrative roles and receive a stipend are limited to earning an additional 2/9 of their salary during the summer.

2.6   Benefits
GW is committed to offering eligible employees a comprehensive benefits package at a competitive cost. A fulltime faculty member with a one-semester appointment is not eligible for benefits. Learn more about benefits, perks, and pay by completing the online Benefits Orientation and the online Payroll Orientation. Benefits for part-time faculty covered by the collective bargaining agreement are described in that document.

Information and Forms

2.6.1   Benefit Tracking and Enrollment
Employees can choose from a variety of benefits using the online Benedetails system. In addition, the GW Benefits Call Center is available at 888-4GWUBEN (888-449-8236) to assist with health & welfare questions or concerns weekdays from 9 a.m. to 6 p.m. For questions regarding other benefit programs, please contact the Benefits Administration Department at 703-726-8382 or benefits@gwu.edu.

Enrollment Deadlines

Employees must enroll for health and welfare benefits within 30 calendar days from the date of hire or a Qualified Life Event, such as the birth or adoption of a child. Elections are for the entire calendar year and generally cannot be changed outside of Open Enrollment, a period each fall in which all employees can review and change benefit selections for the upcoming year. An exception to this would be a Qualified Life Event.

2.6.2   Retirement Benefit Enrollment

Eligible employees can choose between retirement investment providers Fidelity and TIAA-CREF for their GW retirement savings plan investments. Employees may enroll in, or make changes to, their 403(b) plan at any time during the year. Employees may contact Fidelity at 1-800-343-0860, and TIAA-CREF at 1-800-842-2776, to obtain balance and investment information or to request assistance with their accounts.

2.6.3   Tuition Remission/Tuition Exchange

At GW, we provide a world-class education to our students and offer our employees and their spouses, domestic partners, and dependent children an opportunity to participate in our formal education through the tuition remission benefit plan.

Dependent children may be eligible for undergraduate tuition through the tuition-exchange program at other institutions of higher education. GW is a member school of Tuition Exchange, Inc. a national organization that administers undergraduate tuition scholarships (limited) for employees' dependent children.

2.6.4   Leave

The university supports its employees' abilities to balance their work and personal lives (including support for employees' personal and family health) by providing a variety of leave options.   Faculty who need to take time off from their classes for jury duty, bereavement, military duty, family leave, or short or long term disability should contact their department chair and dean to make arrangements for their classes to be covered.

Information and Forms

2.6.4.1 Parental Childcare Leave

A regular, active status full-time member of the faculty shall be entitled to parental childcare leave upon certifying that he or she will provide at least half of the child's care during the leave period, subject to the terms and conditions set forth in this section. Parental childcare leave shall include release from teaching responsibilities and service responsibilities for one semester with full salary and benefits, and such leave shall terminate within twelve months after a minor dependent child is born or adopted or enters the faculty member's home under a foster care arrangement. During such leave, faculty members shall continue providing thesis and dissertation advising to students whom they advised prior to the leave unless adequate alternative arrangements are made. For faculty

members engaged in externally funded grant or contract related activities, parental childcare leave shall include release from responsibilities to the university, but shall not include release from responsibilities to the external funding sources unless alternative arrangements are approved by such sources.

A regular, active-status faculty member is entitled to parental childcare leave for a maximum of two minor dependent children who are born or adopted or enter the faculty member's home as foster children after the starting date of the faculty member's appointment to the university. Parental childcare leave under other circumstances or for other full-time faculty, including leave with full or partial salary, may be granted at the discretion of the Provost and Executive Vice President for Academic Affairs, after consultation with the appropriate department chair (if applicable) and dean.

Faculty on research appointments whose compensation comes from research grants are not eligible for parental childcare leave under the GW parental leave policy. However, federal agencies have created family friendly leave policies to enable principal investigators (PIs) and researchers funded by federal grants to petition for family-related leave. The process is for the PI to contact the project officer to request leave for him/herself or another key staff member. Depending on the agency, there may also be administrative supplements to cover time away, no cost extensions, or other options.
[National Institutes of Health Childcare Provisions](#)
[National Science Foundation Career Life Balance](#)

Continuation in service. By accepting Parental Childcare Leave, a faculty member agrees to continue in the service of the university for at least one year following the leave unless the university approves some other arrangement**.**

2.6.5   Work-Life and Wellness Programs
At GW, we take great pride in creating a supportive work environment and understand that faculty and staff are our greatest asset. The mission of [Colonial Community](#) is to promote faculty and staff wellbeing by providing programs, policies, and resources to create a strong and healthy workforce.   The following services are available to all fulltime and regular part-time faculty members.

2.6.5.1 **GW's Wellbeing Hotline**
GW's Wellbeing Hotline is a one-stop-shop for help with personal issues, planning for life events, or simply managing daily life.   Faculty and their family members can take advantage of confidential counseling services, qualified referrals for child and elder care, financial or legal services support, and much more.

2.6.5.2 Smoking Cessation Program
GW provides support to help overcome the physical, psychological and behavioral addictions to tobacco through expert coaching and support. Faculty and their family members may also qualify for nicotine replacement therapy. The program is free and confidential

2.6.5.3 Back-Up Family Care
GW's Backup Family Care program has been tailored to meet the unique needs of working families when regular family care arrangements are disrupted. Faculty have up to five days per year for children, adults, and elders.

2.6.5.4 Health Advocacy Services
Health Advocate is a special benefit paid by GW that can help faculty and their family members resolve healthcare and insurance issues, promptly and reliably. Health Advocate is designed to help cut through the barriers that often create frustration and problems.

2.6.5.5 Wellness Programs
GW offers a wide variety of programs to support the health and wellbeing of our faculty members. Programs include, but are not limited to, nutrition and weight management, recreational sports, fitness classes and challenges, and healthy pregnancy support.

2.7 Professional Responsibilities
Although faculty members work differently, each individual must perform his or her share of the overall activity required by the institution. The major types of faculty activity are instructional, including preparation, performance in class, grading, student advising, thesis and dissertation direction, and program planning; professional/clinical service; scholarly and applied research or creative and artistic effort, whether sponsored or unsponsored; and university service, such as committee work and part-time administration. Throughout the university there is the expectation that all regular, fulltime faculty will stay current in their field and engage in publishable scholarly and applied research or its equivalent in creative work in the arts. It is expected that special service faculty will stay current in their field and in teaching pedagogy.

It is the responsibility of the department chair and the dean to oversee faculty members in fulfilling all professional responsibilities fully and effectively. In most divisions of the university, the number of courses taught by a fulltime faculty member varies from four to six (12-18 credits) courses per academic year. The normal teaching portion of a full-time faculty member's commitment to the institution varies in relation to other professional responsibilities and university assignments. After consultation between the dean and the provost, the department chair may increase or decrease an individual's teaching load, with no decrease in salary, taking into account that individual's overall

effort in such areas as research or comparable scholarly work, administration, advising, and university governance as well as the total number of students taught.

It is expected that a member of the faculty will perform conscientiously all academic duties, including attendance at faculty meetings, commencement exercises, and convocations.

2.7.1 Annual Reports

All regular, active-status and research faculty members are required to file annual reports. In certain circumstances schools may require other categories of faculty to periodically submit annual reports, e.g., as part of a re-accreditation review. Annual reports document accomplishments from June 1 to May 31 for the preceding year. They are due to department chairs by May 31 each year. (Note: Faculty in the schools of Medicine, Public Health and Nursing are on a May to April cycle.) Annual reports are filed electronically through the online Lyterati system. Lyterati can be accessed through the following links:

> https://gwu.lyteraticloud.com/login
> http://provost.gwu.edu, under Resources, then Forms

Faculty are given the opportunity to attach their recent CV, which will be input into the Lyterati system. Annual reports filed through the electronic system are available to chairs and deans for review and comment online.

2.7.2 Conflicts of Interest and Commitment Policy for Faculty and Investigators

Faculty and investigator activities shall be conducted in a manner that avoid inappropriate conflicts of interest and commitment. Conflicts of interest may occur when there is a divergence between a Faculty Member's private interests and professional service to the university. The goal of the university is to establish 1) boundaries within which conflicts are managed, reduced or eliminated, 2) processes for review of actual and apparent conflicts, and 3) appropriate mechanisms for management of conflicts.

Conflict of Interest Reporting

Annual Faculty Conflict of Interest and Financial Disclosure Reports are due by May 31 as part of the online annual report. The Conflict of Interest form is filed electronically through the Lyterati system and can be found at the end of the annual report. Annual filing is a mandatory obligation of a GW faculty member.   Faculty members are also expected to provide updates to their conflict of interest disclosures if new potential conflicts arise during the year.

Data collected in the annual conflict of interest disclosures are kept confidential and are reviewed by the Compliance and Privacy Office and the Provost's Office to determine potential conflicts.   With notice to faculty members at the time of collection, the data

may also be shared with affiliated organizations such as the Children's National Health System or the Medical Faculty Associates as appropriate.

Compliance and Privacy Office
The mission of the university's Compliance and Privacy Office is to establish a compliance program to educate faculty and staff about their compliance obligations and to assist them in adhering to them.

Research Compliance and Integrity
The university has a broad range of policies governing research activities in the Research and Finance Sections of the university's Policies. It is the responsibility of everyone associated with research at GW to comply with federal, state, local laws, regulations and university policies in all aspects of any research conducted on behalf of the university.

2.7.3   Instructional-Based Professional Responsibilities

2.7.3.1. Use of Blackboard
Faculty are strongly encouraged to use the online tool Blackboard to supplement course instruction—from posting syllabi, assignments, and lectures to conducting real-time written, spoken, or video discussions. In the event of a weather event or other emergency that closes the campus, Blackboard becomes an invaluable tool to allow instruction to continue uninterrupted. Training on Blackboard is available through the Instructional Technology Lab and also via the Web at http://itl.gwu.edu/blackboardguides.

Blackboard Support
Information Technology Helpdesk
Phone: 202-994-4948
Email: ithelp@gwu.edu

2.7.3.2 Instructional Technology Lab
The Instructional Technology Lab offers phone and in-person support for faculty members using programs including, but not limited to, Blackboard, PowerPoint and BBCollaborate Live. Faculty members can also register for workshops sponsored by the ITL.

Phone: 202-994-0485
Walk-in Hours: Mondays and Tuesdays, 10 a.m. – 3 p.m.
                              Wednesdays and Thursdays, 1 p.m. – 6 p.m.
Location: Gelman Library, Room B05A (Basement Level)

2.7.3.3 Office Hours
The university does not specify precise regulations governing faculty office hours, but some schools and departments set guidelines for the amount of time

expected for faculty to provide office hours. It is evident that the ready, regular, and ample availability of faculty to students and to other faculty colleagues is essential to the academic enterprise. Faculty members will vary widely in the use of their offices. Some will spend most of their out-of-class time in them; others, engaged in research or other professionally related activities, will observe specific office hours. In either case, it is expected that office hours of sufficient extent and variety will be posted so that students have easy access to their instructors and advisors. Academic departments will maintain a list of all faculty members' (both full- and part-time) office hours during the semesters and summer sessions. It is important that this information is kept current.

2.7.3.4 Syllabi with Learning Objectives
Faculty are expected to distribute a hard copy of the syllabus during the first session of each course taught. It should also be made available through Blackboard. Some schools provide templates for syllabi for courses within that school. It is expected that faculty will regularly review and update their syllabi to keep them current. School, department and program administrators may also review syllabi to make sure that academic program objectives and accreditation standards are being met. All syllabi should include:
1) bulletin description of the course,
2) course prerequisites, if any,
3) learning objectives that state descriptions of behaviors or skills that students will be able to demonstrate at the end of the class or unit,
4) required textbooks or other materials,
5) schedule of topics to be presented,
6) description of assignments and other course assessments that delineate how student performance will be evaluated,
7) statement of the religious holiday policy (see Sect. 2.12.5),
8) statement regarding student disability services and policies (see Sect. 2.7.3.7), and
9) reference to the GW Academic Integrity Code.
Resources
University Teaching and Learning Center
Academic Planning and Assessment

2.7.3.5 Assessment of Student Learning
The Middle States Commission on Higher Education and other accrediting organizations for GW and its schools expect that student learning experiences will be assessed regularly by faculty and that those learning assessments will be used to improve teaching and increase student learning. When creating or revising a syllabus, faculty should develop course assignments, projects, and tests that correspond to the applicable learning objectives and provide useful information about how well students are learning what is stated in the learning

objectives. The faculty should use their analyses of student performance to make periodic revisions to the course and improve student learning.

2.7.3.6 *Textbook Adoption*

Faculty members should determine requirements for books and supplies as early as possible and place orders in a timely manner. Textbook adoptions may be submitted in the following ways:

- Online - http://www.gwu.bkstr.com
- For instructions, go to http://contest.efollett.com/edoptions/ct_edoptions
- First-time users: When prompted for a store-supplied password, enter 122.
- Email: textbook@gwu.edu
- Fax: 202-296-9445 (Attn: Textbook Department)
- Campus Mail: GW Bookstore, Attn: Textbook Department, Marvin Center

Deadlines: The textbook adoption deadline for **summer** and **fall** courses is **March 15**; for **spring** courses, **October 15**. These deadlines are necessary to comply with the Higher Education Opportunity Act by providing textbook information in time for student registration. Submission of textbook adoptions by these deadlines also helps to ensure:

- Students receive more buyback money for their used books if the bookstore knows that they will be used for the next semester's courses.
- A wider selection of lower-priced used books are available for purchase
- Title availability can be checked in a timely manner
- Textbooks arrive in time for the start of classes.

2.7.3.7 Covering Classes

Prompt and regular attendance at all assigned classes is a contractual duty. If unavoidable delay or absence occurs, every effort should be made to have the class covered. Faculty members who expect to be absent from the university, especially if their classes are to be taught by someone else, should inform the department chair and the dean, giving as much notice as possible.

2.7.3.8 Students with Disabilities

The institution must provide reasonable accommodations to the student's known disability if needed in order to afford him/her an equal opportunity to participate in the institution's programs, activities and services (including extracurricular activities). A college or university may not discriminate against an individual on the basis of disability.   If a student approaches you to discuss issues relating to a claimed disability or to request an accommodation, you should refer the student to Disability Support Services to acquire appropriate documentation.

Disability Support Services recommends the following statement for use on course syllabi to encourage early self-disclosure: *"Any student who may need an*

accommodation based on the potential impact of a disability should contact the Disability Support Services office at 202-994-8250 in Rome Hall, Suite 102, to establish eligibility and to coordinate reasonable accommodations."

2.7.3.9 Students in Distress

Faculty can refer students who appear to be in distress to the University Counseling Center and/or to the CARE Network, a university-wide network designed to connect students with needed resources. Distress can be manifested through sudden changes in behavior, demeanor, or academic performance, drop in class attendance, comments made that allude to self-harm or harm to others, or any other actions that seem atypical for the student. Filing a CARE report can be very helpful in determining if the changes are more pervasive, since other reports may have also been filed on behalf of that student.

2.7.3.10 Final Exam Schedule

The Academic Scheduling Office (ASO) schedules final exams for the majority of on-campus courses. Final exams are only scheduled for lecture sections, not for labs, discussions, recitations, etc. Off-campus final exams are scheduled by each individual department. All undergraduate final exams must be given during the final exam period listed in the academic calendar and must be given on the day and time listed in the final exam schedule. For online courses, the syllabus will show the date of final exams.

Graduate exams may be given on the last day of the semester. If the professor would like to schedule an exam during the final exam period, the department must make a request to ASO. Graduate exam requests are accepted once all undergraduate exams have been scheduled.

2.7.3.11 Timely Submission of Grades

Faculty are required to submit final grades **within five (5) business days** after the final examination, after the submission of a final project, or after the final class meeting if no exam or project is given. Exceptions to this requirement may be made by the dean's office to accommodate grading for large classes or other exceptional circumstances. Any late submission of grades must be cleared with the department chair or dean's office ahead of time.

Faculty members are strongly encouraged to submit final grades online via GWeb. Grades submitted online will be applied to a student's record overnight and will be available to view by the students the following morning. Online grade submission must be done through GWeb; grades entered into Blackboard are not considered official and are not applied to student records. Only the primary instructor (as designated in Banner) may submit final grades online.
Faculty Grade Entry – Step-by-Step Instructions

2.7.3.12 Classroom Emergencies, Maintenance, and Technical Difficulties
To report a crime or a health, public safety emergency, or unusual/suspicious activities, call the GW Police Department at 202-994-6111.   All classroom incidents should be reported using the [incident report form](#). To report a classroom in need of minor maintenance or better temperature control, call Facilities at 202-994-6706. To request assistance with computer equipment, call Academic Technologies at 202-994-7900.

2.7.4 [Convocations](#)
The university schedules one major convocation during the academic year—the Spring Commencement in May—and other convocations from time to time throughout the academic year. Members of the regular, fulltime faculty are expected to participate in the academic processions on these occasions. All regular, full-time faculty members who are interested in purchasing academic regalia will receive a one-time-only reimbursement by the university of $200 toward the cost of purchasing cap and gown. Original receipts should be submitted to the Office of University Events, Rice Hall 504. Faculty preferring to rent academic regalia may make arrangements to do so through the University Bookstore.

2.7.5 Consulting and Other Professional Activities
Increasingly, industry and government have come to rely on faculties of universities for advice and guidance. Such practical contributions from institutions of higher education to society at large have provided many faculty members with the opportunity to use their knowledge and talents constructively and profitably and to strengthen their competence through a greater variety of professional experiences.

The university permits regular, fulltime faculty members to spend the equivalent of up to one working day a week during the academic year on outside consulting and other professional activities, provided such commitments do not interfere with university obligations. This privilege is not extended to research faculty members paid wholly from research grants or contracts or to full-time physician faculty members who are participants in Medical Faculty Associates or to other physician faculty members whose university contracts preclude such activities.

Fulltime faculty are expected to list consulting and other external professional activities on Faculty Annual Reports each spring. Faculty are required to complete a Financial Interest Disclosure form as part of the conflict of interest and commitment reporting process, as well as to file ad hoc reports when new financial interests occur. Faculty members providing outside consulting or other professional services in accordance with this policy must inform clients that they do not represent the opinions of the university.

It is the responsibility of the department chair and the dean to ensure that outside activities reported in faculty annual reports do not become a conflict of commitment for the faculty member. In particular, it is expected that faculty involved in private income-

producing activities will not utilize beyond incidental use university space or resources for such purposes, nor the services of support staff, research assistants, or other university staff during regular working hours (Policy on Conflicts of Interest and Commitment).

No faculty member may accept a teaching appointment at another academic institution or engage in any other regular activity of a remunerative nature with another academic institution during the academic year without the approval of the university. Exceptions allowing outside teaching appointments or academic activities may be authorized in special cases if they are for a limited period with prior approval of the dean and the Provost and Executive Vice President for Academic Affairs. Approval of an outside teaching assignment is for a limited period, and it is expected that during that period the faculty member will not engage in other consultative activity.

2.7.6 Travel to Meetings of Scholarly Organizations

University policy is to subsidize in part or in full, within budgetary limitations and with advance approval, faculty attendance at learned or professional society meetings when the individual is an officer of the association, is presenting a paper, or is taking some other official part in the meeting. Occasionally, other reasons may provide the basis for support. Department chairs, for example, often find attendance at meetings essential to the recruiting process.

Requests for travel approval should be submitted well in advance of the date of the meeting through the chair to the dean (or directly to the dean in schools without departments). Such requests should include, in addition to routine information about the meeting and its location, an estimate of the cost of the trip. Normally, reimbursement for air transportation costs is based on coach fare. Notice of action on the request by the dean will be sent to the department chair. If the request is approved, the individual undertaking the travel will be required to submit, upon his or her return, an itemized expense account recorded on the appropriate university form, together with receipts. This information is forwarded by the dean to Accounts Payable for reimbursement. Please see the Travel, Entertainment, and Business Expense Reimbursement Policy for more information.

When authorized by a dean, faculty and staff whose university responsibilities include travel may apply for a GW corporate credit card called a P-card. The P-card, which has no annual fee, should be used exclusively for approved university business expenses. The individual faculty member cardholder, not the university, is responsible for all charges made to the card, and the university will only reimburse authorized charges.

2.7.7 Service

Service is, along with teaching and research, a third required component of professional responsibilities. It is defined broadly and at many levels. It is not required that a

professor be involved in every aspect of department, school, university, professional, and community service but it is assumed that there will be broad participation in extending and sharing the academic responsibilities of the institution.

Service levels include: work and leadership at the program, department level, school, professional societies, as well as service to community organizations. Among the service roles are: participation in leadership and on university committees at all levels; engagement and leadership in professional organizations and societies; and service to agencies and organizations in the broader community. A faculty member may elect to concentrate on specific aspects of service, e.g. a greater participation in program administration, in school committee work, or at the university level on academic and Faculty Senate committees. Over time faculty would be expected to demonstrate leadership in their participation in these areas.

 Service to the community is broader and can include: membership on Boards of Trustees of profit and non-profit organizations; consultative support to such organizations; or collaborative ventures with representatives of such organizations, such as joint research activities. Faculty are required to report all such activities and to document those activities of a remunerative nature in their annual reports. Conflict of interest regulations of the institution require that department chairs, deans, and the administration be notified of all activities that might constitute a conflict of interest by faculty or members of a faculty member's family.

Active engagement in professional organizations, at all levels, is another option for faculty service. This would include editing or review responsibilities on professional journals and publications, committee membership and leadership in the organization, as well as professional presentations and keynote addresses at national meetings.

New faculty should discuss their service interests with mentors and with the department chair and other school leadership to ascertain how their interests expand the mission and objectives of the school and the university.

Faculty in Residence and Faculty Guide Program
As described in Section 2.3.5, The Faculty in Residence and Faculty Guide Program is another way to serve the university by active engagement with students outside of the classroom.

2.8   Faculty Workstation Initiative
The Faculty Workstation Initiative (FWI) provides a new computer to eligible faculty every three years.

2.9   Faculty Records (Retention and Confidentiality)
The Records Management Policy and the Employee Record Termination Policy address issues of retention and confidentiality related to faculty, staff, and student records.

2.10   **Sabbatical Policy**

Sabbatical leave is granted to members of the faculty as recognition of notable service through teaching and scholarly contributions and as an aid and inspiration to further achievements. Sabbatical leave is intended to provide faculty with opportunities for scholarly development and contacts that will contribute to their professional effectiveness and to the value of their later service to The George Washington University. A George Washington University faculty member who wishes to apply for sabbatical leave should first consult the statement of sabbatical leave policy to make sure that he or she is eligible. In brief, the applicant should: (1) have served full time in regular active status for at least six years; (2) have a project for improving his/her scholarly development and professional effectiveness; and (3) submit an application sufficiently in advance of the academic year in which sabbatical leave is desired. Those who are unclear as to their eligibility should contact the Office of Faculty Personnel (202-994-6511).

All faculty members are strongly encouraged to pursue fellowship or grant opportunities to support their proposed sabbatical activities. Information about fellowship opportunities for faculty is available from the Office of Graduate Student Assistantships and Fellowships (202-994-6835) and about grants from the Office of the Vice President for Research (202-994-7315).

Sabbatical Leave Report. Upon return from the sabbatical leave, the faculty member is required to report in writing on the progress of the research or formal study during the leave period through the department or program chair to the dean and then to the Provost and Executive Vice President for Academic Affairs.

Continuation in Service. It is assumed that a faculty member who accepts leave intends to return to the University. By accepting a grant of sabbatical leave, a faculty member agrees to continue in the service of the university for at least one year following the leave unless the university approves some other arrangement. If after completion of a sabbatical a faculty member resigns from the university to accept an alternative position, the university will expect to be made harmless by the faculty member (or the new employer) through the repayment of compensation provided to the faculty member during the sabbatical.

2.11   **Leaving the University**

2.11.1 Retirement

Faculty members are eligible for retirement benefits if they (1) retire at age 65 or over: (2) retire between the ages of 60 and 65 with ten or more years of full-time university service: or (3) retire between the ages of 55 and 60 with twenty or more years of university service. (Retirement between the ages of 55 and 60 is subject to approval by the Board of Trustees.)

The GW Benefits website contains a Faculty Retirement Guide where the retirement benefits and options are discussed. A link to the most up to date Retirement Guide, describing healthcare coverage, tuition remission, and other retiree benefits, can be found at the GW Benefits website.

As stated in the Faculty Code, Article VII A. Subject to the needs of the university, a full-time member of the faculty who is fully retired may be invited by the appropriate officers of the university to continue on a part-time basis and appointed for a renewable period not to exceed one academic year. Such appointee shall be designated "emeritus (or retired) in residence."

2.11.2 Emeritus Status
As stated in the Faculty Code Article VII B: A member of the faculty with long and distinguished service to the university may, upon retirement, be awarded emeritus status. Emeritus status is recommended by the regular, active-status members of the faculty concerned and, with the concurrence of the administration, is awarded by the Board of Trustees.

Those eligible for consideration for emeritus status are university professors, professors, adjunct professors, clinical professors, research professors, associate professors, and associate clinical professors. Faculty members in emeritus status shall be entitled to use facilities as arranged with the administration of the university and to participate in faculty meetings without the right to vote. They may serve on committees and may perform such other services as are in keeping with their desires and the needs of the university.

An emeritus faculty member becomes a member of the Society of the Emeriti. Emeriti faculty members will be issued an emeritus GWID badge to enable them to receive free parking on campus, use of the SOTE Lounge on the Mount Vernon Campus, continued use of the Libraries, and a GW email account.

2.11.3 Partial Retirement
Full-time members of the faculty who qualify under the provisions of Article VII.D of the Faculty Code may retire partially by reducing their service to the university to either a two-thirds-time or a half-time basis for a specified period of time. Either basis will, in general, include teaching, research, and other services proportionate to that considered normal for a full-time faculty member in the relevant department, school, or other division of the university. Any determination of programmatic needs as required by

Section VII.D of the Faculty Code and any combination of effort proposed by a faculty member must be approved by the department chair, the dean, and the Provost and Executive Vice President for Academic Affairs.

The faculty member's salary shall be, as applicable, two-thirds or one-half of the established full-time salary, and eligibility for annual salary increases shall continue. At the same time, the faculty member's fringe benefits* may not be reduced. The benefits that are offered to those who partially retire would continue to be those offered to fulltime faculty members at the same contribution level (ex. medical, dental, vision); however, the benefits that are salary driven (ex. life insurance, AD&D) would change to reflect the new prorated salary level. Once a faculty member has elected to retire partially, he or she may not increase the level of service thereafter. A faculty member in partial retirement is no longer eligible to take a sabbatical. The faculty member may elect to retire fully at any time prior to the end of the specified period.

*Please note: Basic and Additional Life Insurance benefits include an age reduction provision. This provision will continue to apply should you decide to partially retire. Please review the applicable plan certificate for details by visiting the GW Benefits website. In addition, if at any time your salary reduces, salary driven benefits such as life, AD&D insurance, and disability will be adjusted accordingly. To view your current benefits at any time during the year, please go to the GW Employee Portal.

For details regarding benefits during full retirement, faculty members should refer to the Planning for Retirement Guide on the Benefits Administration website at https://benefits.gwu.edu/retiring-gw.

2.11.4 Retired Faculty

Faculty who retire, but are not emeritus, will continue to have access to their GW email account for one year after they leave the university, subject to university policies. Faculty must set up an auto-generated messaged noting the end of their employment relationship with GW.

2.11.5 Resignation from GW

Faculty members who voluntarily resign from GW will continue to have access to their GW email account for one year after they leave the university, subject to university policies.   Faculty must set up an auto-generated messaged noting the end of their employment relationship with GW.

2.12   Important Policies Related to Employment

2.12.1 Equal Opportunity

The university is an Equal Employment Opportunity/Affirmative Action (EEO/AA) employer committed to maintaining a non-discriminatory, diverse work environment. The university does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity or expression, or on any other basis prohibited by applicable law in any of its programs or activities. For the university's complete Equal Opportunity Action Statement, see: http://my.gwu.edu/files/policies/EqualEmploymentOpportunityStatement.pdf Faculty questions or concerns about discriminatory or unfair treatment should be brought to the Office of Faculty Recruitment and Personnel Relations.

2.12.2 Disabilities Policy

The university is committed to equal opportunity, diversity and nondiscrimination, and supports the employment of qualified individuals with disabilities. Faculty who believe they need a reasonable accommodation in order to perform the essential duties of their position should contact the university's Office of Equal Employment Opportunity (EEO).

2.12.3 Non-Retaliation

The university is committed to conducting its affairs honestly, ethically and in compliance with applicable laws and regulations. Members of the university community are encouraged to report good faith concerns about university-related violations of laws, regulations or university policies. Retaliation against members of the university community who make good faith reports regarding potential university-related violations of laws, regulations or university policies is prohibited, and violators may be subject to disciplinary action.

2.12.4 Guidelines for Political Campaign Activities on Behalf of Political Candidates

It is the policy of the university to comply with Internal Revenue Service (IRS) regulations that prohibit the use of university resources in connection with political campaign activities in support of or in opposition to candidates.

2.12.5 Legal Representation of Faculty

It is the policy of the university to provide legal representation and protection from liability, in accordance with the terms of its Bylaws and rules, to faculty who become involved in claims or suits arising from authorized activities that fall within the scope of their university employment. All court papers and letters from lawyers received by faculty and staff concerning their work at the university must be transmitted promptly to the Office of the Senior Vice President and General Counsel (OGC) in accordance with the university's Legal Advisory concerning Procedures Governing Summonses, Subpoenas, Lawsuits, Notices and Letters from Lawyers.

2.12.6 Religious Accommodation

At the employee's request, the university will attempt to provide a reasonable accommodation for religious beliefs and practices of the employee if to do so does not impose an undue hardship on the employee's department, or interfere with the employee's ability to perform the essential functions of his or her position.

Each year the Provost and the Dean of Students issue a memo to the university community providing a list of religious holidays to be accommodated. The Administration has accepted a resolution of the Faculty Senate regarding the accommodation of the obligations of religiously observant students and faculty.

The Senate recommended that:
1. Students notify faculty during the first week of the semester of their intention to be absent from class on their day(s) of religious observance.
2. Faculty continue to extend to these students the courtesy of absence without penalty on such occasions, including permission to make up examinations.
3. Faculty who intend to observe a religious holiday arrange at the beginning of the semester to re-schedule missed classes or to make other provisions for their course-related activities.
4. The Administration continue to circulate to faculty by the last week of the previous semester a schedule of religious holidays most frequently observed by our students with a notation that student members of other religious groups are also entitled to the same courtesies and accommodations.
5. The Administration convey this policy to students by including it in the Schedule of Classes and other places deemed appropriate.

2.12.7 Sexual Harassment and Sexual Violence
GW is committed to maintaining a positive climate for study and work, in an atmosphere that is free from coercion, intimidation and violence. Sexual harassment and discrimination, including sexual violence, is destructive to the university community and will not be tolerated. GW community members found to have violated the terms of this policy will be held accountable through the university's processes and will face consequences up to and including termination, suspension, or expulsion.

2.12.8 Smoke-Free Campus Policy
It is the policy of the university to promote a smoke-free campus by prohibiting smoking in all academic, athletic and recreational, and administrative support facilities, including offices, classrooms, locker rooms, rest rooms, laboratories, halls, stairways, residence facilities, parking garages, and maintenance facilities.

2.12.9 Substance Abuse
In accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989, the university is committed to maintaining a drug-free workplace and promoting high standards of employee health and safety. University standards of conduct prohibit the illegal manufacture, possession, distribution, or use of

alcohol and drugs. University manuals, codes of conduct, and publications specify penalties for violations of these policies, including suspension or dismissal from the university.

2.12.10 **Threats and Acts of Violence Policy**

Threats and acts of violence will not be tolerated on property owned, leased or controlled by the university. Any university student, faculty or staff member, or guest or visitor who violates this policy will be subject to disciplinary actions in accordance with university policies and procedures.

Section 3: Teaching at GW

3.1   **Academic Calendar**
The Academic Calendar lists important dates throughout the year, including the first day of classes and exam dates. Dates are subject to change.

3.2   **Expectations**
Per Article III. C. of the Faculty Code, it is expected that faculty members shall make adequate preparation for their classes and conduct them in a dignified, courteous manner. They shall meet classes on time, hold classes for the full period, evaluate academic performance fairly and reasonably, and report evaluations promptly. Unless special arrangements are made for class coverage through the department chair or dean's office, faculty presence during the first week of classes is mandatory. It is also required that a complete syllabus is distributed on the first day of classes or available during the first week of an online class.

3.3   **Schedule of Classes**
The Schedule of Classes lists classes offered in the fall, spring, and summer terms at all of GW's campuses as well as online.

3.4   **Undergraduate Advising**
All incoming first-year and transfer students are assigned professional advisors. In addition, in some schools at the end of their sophomore year, students are assigned a faculty advisor in their major in addition to their professional advisor, whom they retain until graduation. [The Milken Institute School of Public Health assigns both a professional advisor and a faculty member upon matriculation. In School of Business, students work with professional advisors throughout their undergraduate years, but are also encouraged to seek out a faculty mentor in their major.] Faculty are urged to encourage students to meet with their academic advisors to select the appropriate courses for their program. All academic advisors undergo rigorous training and meet with various divisions and programs around campus to ensure they are knowledgeable about the university's resources.

Undergraduate Advising Offices
Columbian College of Arts and Sciences

School of Engineering and Applied Science

School of Business

Elliott School of International Affairs

Milken Institute School of Public Health

[School of Nursing](#)

Faculty members provide academic advising in the School of Nursing. The Manager of Student Services offers support akin to a dean's office, while the Executive Coordinator of Student Services works with students on all other issues.

[DegreeMAP](#)
DegreeMAP is an online advising and degree auditing system that displays requirements for students' programs of study and applies students' individual academic histories to those requirements. DegreeMAP can include in-progress courses to show how currently enrolled classes will apply to requirements. Students can also visit their advisor to run "What If…" audits that apply their current academic history to a different set of degree requirements. DegreeMAP is designed to provide more information about degree requirements early in students' academic careers and give students a tool to monitor and track degree progress.

DegreeMAP is available to all undergraduate programs and many graduate programs. Additional graduate programs will go live on a rolling basis as part of the continued phased implementation of DegreeMAP.

3.5   Graduate Advising
Advising is program-specific at the graduate level.

3.6   [Student Registration](#)
The Records and Registration unit of the Office of the Registrar helps to facilitate the registration process by providing a variety of resources for students, including online instructions on how to register for classes, the registration schedule for each upcoming semester, waitlist information, instructions for resolving holds, withdrawal and refund information, and details on ROTC and Consortium registration. Students in the following programs should consult their school or program for specific registration information:

[Law School](#)

[Medical School](#)

[Off-Campus Programs](#)

3.7   [Student Records/FERPA](#)
The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. In keeping with FERPA guidelines faculty members should not publicly post student grades, should not discuss a specific student's grade in class, and should not link student grades to their GWID or Social Security Number. Faculty members may not discuss a student's grades with a parent or guardian unless

the student has filed a signed waiver with the Registrar's Office giving permission to do so.

When a student enrolls in an institution of higher education, he or she becomes subject to the FERPA regulations that govern all colleges and universities. Regardless of the age of a student, with limited exceptions, the university may not disclose the education records of the student absent the student's consent. A student's grades may only be disclosed to the student, unless the student expressly directs otherwise.

Amending Records

A student has the right to request that the university amend information in his or her education records when the student believes those records contain inaccurate or misleading information. Upon receipt of a properly written request to amend such records, the university will consider the request and respond within a reasonable time, not to exceed thirty days. The student will be notified in writing either that the student's records have been amended or that the request has been denied. A letter denying the request will state the reasons for the decision and notify the student of the right to request a hearing.

3.8   **Classrooms**

Academic Scheduling handles classroom scheduling within the Office of the Registrar.

Classroom Descriptions

Online classroom descriptions show room types, seating capacity, available technology, and photographs, where possible. Rooms not included in this online list are department-controlled spaces; the Academic Scheduling Office does not schedule classes in those rooms. Questions regarding department-controlled spaces should be directed to the relevant department.

Faculty should check classroom assignments as soon as the upcoming semester's schedule is announced. Visiting the classroom(s) is also advisable. Although the Scheduling Office posts classroom descriptions online, these are subject to change. If a classroom change is necessary, faculty members should work with department staff to request a change immediately with the Scheduling Office.

Locked Classroom
To report a locked classroom, call GW University Police at 202-994-6110.

Classroom Maintenance
To report a classroom in need of minor maintenance or better temperature control, call Facilities at 202-994-6706.

Technical Assistance

To request assistance with computer equipment, call Academic Technologies at 202-994-7900. There are telephones in most classrooms.

Emergency Preparedness

The Office of Emergency Management publishes the following emergency guidelines that faculty should review and be familiar with in the event an emergency occurs:

- Read and familiarize yourself with the Emergency Operations Plan (EOP)
- Familiarize yourself with your classrooms, the location of the closest emergency equipment (fire extinguishers, AED's, first aid kits, etc.), and two emergency exit routes out of the building
- Provide your classes with general information relating to incident procedures at the start of each semester (see Syllabus Insert)
- Know how to report an incident from the classroom(s) you use
- Take charge of the students in your classroom and follow appropriate procedures for all fire/building alarms and emergency alerts
- Ensure that students with disabilities or special needs have the information or access to assistance they may require during an incident
- Be sure that you plan for disruptions to any research you may be conducting
- Contact the Office of Emergency Management (oem@gwu.edu) if you have any questions

Additional Faculty Emergency Resources
- GW Emergency Response Handbook
- Emergency Preparedness & ReadyGW Pocket Guide
- Preparing for Emergencies and Disruptive Incidents: Designated and Essential Employees; Academic and Administrative Management

3.9   Class Rosters in GWeb and Blackboard

Faculty members can access class rosters by logging into GWeb. Class rosters are also available in Blackboard under "Communication."

3.10   University Teaching and Learning Center

The University Teaching and Learning Center (UTLC) is a faculty-driven center for teaching excellence. The UTLC brings faculty and staff together to help faculty broaden their instructional experience, promote the scholarship of teaching and learning, and encourage students as they deepen their commitment to learning.

Resources

The UTLC offers a growing collection of online resources for GWU faculty and teaching assistants, such as tips on engaging students in large classes, adjusting content based on student responses to web-based activities, and ideas for helping students come to class prepared to learn and participate.

eDesign Shop

The GW eDesign Shop is a unit operating under the Vice Provost for Online Education and Academic Innovation. The team consists of instructional designers, multimedia and video specialists that specialize in program, course, and online design. Instructional designers ensure that each product undergoes a thorough pedagogical review and maintains a high design standard.

Programs and courses are selected by strategic design to facilitate sustainable growth into the online market. Faculty members interested in adding their courses to the development cycle should contact the dean's office of their selected school.

Hybrid Course Initiative

The UTLC also supports the hybrid course initiative. A "hybrid" approach to education (also known as "blended"), whether in a single course or threaded throughout a program, balances face-to-face and online environments. A course is generally considered hybrid when the percentage of work done online is between 30-70%.

3.11 Academic Technologies

Academic Technologies works with faculty, students and other GW units to identify, develop, and support technologies that can enrich teaching and learning at GW, both in the classroom and beyond.

Classroom Support

To request assistance with classroom equipment, contact Academic Technologies at 202-994-7900 or acadtech@gwu.edu. There are telephones in most classrooms, and they include signs listing the extension for Academic Technologies.

Equipment Loan and Rental

Academic Technologies loans audiovisual equipment to GW faculty for university courses held on the Foggy Bottom campus. For a fee, Academic Technologies also rents equipment to third parties who are hosting events on the Foggy Bottom campus.

> #### Reservations
> To reserve equipment, complete an online reservation form at least 48 hours in advance. For assistance, contact the Solutions Center at 202-994-7900.

G1 Account

A G1 Account provides users with login access to computers in classrooms and computer labs. To enroll in the G1 Account system, you must be a faculty member or a registered student with a valid NetID (GW email address before the "@" sign).

Training

Academic Technologies trains and assists faculty in the setup and use of technology in the classroom. Training is highly recommended prior to using classroom equipment.

3.12   Course Information/Syllabus with Learning Objectives
Consult with deans' offices of specific schools for syllabus templates.   See Section 2.7.3.4 of this document for more details.

Setting Course Goals and Objectives/Learning Outcomes

Developing Goals and Objectives

Online Teaching: Course Goals, Objectives and Strategies

3.13   Grades
Faculty are required to submit final grades **within five (5) business days** after the final examination, after the submission of a final project, or after the final class meeting if no exam or project is given. Exceptions to this requirement may be made by the dean's office to accommodate grading for large classes or other exceptional circumstances. Any late submission of grades must be cleared with the department chair or dean's office ahead of time.

From the University Bulletin
Grades are made available to students through the Office of the Registrar after the close of each semester. The following grading system is used: *A,* Excellent; *B,* Good; *C,* Satisfactory; *D,* Low Pass; *F,* Fail; other grades that may be assigned are *A-, B+, B-, C+, C-, D+,* and *D-.* Symbols that may appear include *AU,* Audit; *I,* Incomplete; *IPG,* In Progress; *W,* Authorized Withdrawal; *Z,* Unauthorized Withdrawal; *P,* Pass; *NP,* No Pass; *R,* Need to Repeat Course. For graduate programs, the grading system is established by the Department and, in some cases, may not include grades lower than a C.

Except for courses that specifically state that repetition for credit is permitted, a candidate for a degree at this university may not repeat a course in which a grade of *D-* or better was received, unless required to do so by the department concerned. A written statement, indicating that the student is required to repeat the course, must be submitted to the student's dean by the appropriate department chair.

The symbol of *Z* is assigned when students are registered for a course that they have not attended or have attended only briefly, and in which they have done no graded work. At the end of the academic year, students' records are reviewed; if there is more than one *Z* per semester, a student's record will be encumbered until released by the student's advisor or academic dean. The symbol of *Z* is not a grade but an administrative notation.

Incompletes
The symbol *I* (Incomplete) indicates that a satisfactory explanation has been given the instructor for the student's inability to complete the required course work during the semester of enrollment. At the option of the instructor, the symbol *I* may be recorded if a student, for reasons beyond the student's control, is unable to complete the work of

the course, and if the instructor is informed of, and approves, such reasons before the date when grades must be reported. This symbol may be used only if the student's prior performance and class attendance in the course have been satisfactory. Any failure to complete the work of a course that is not satisfactorily explained to the instructor before the date when grades must be turned in will be graded *F,* Failure. If acceptable reasons are later presented to the instructor, that instructor may initiate an appropriate grade change, which in all cases will include the symbol *I.*

The course work must be completed within the designated time period agreed upon by the instructor and student, but (except in the School of Business and the Milken Institute School of Public Health) no more than one calendar year from the end of the semester in which the course was taken. In the School of Business and the Milken Institute School of Public Health, the symbol *I* must be changed by a date agreed on by the instructor and the student, but no later than the last day of the examination period for the fall or spring semester immediately following the semester or summer session in which the symbol *I* is assigned. All students who receive an Incomplete must maintain active student status or, in the case of serious illness, a leave of absence, during the subsequent semester(s) in which course work is being completed. If not registered in other classes during this period, the student must register for Continuous Enrollment status.   When work for the course is completed, the instructor will complete a grade change form and turn it in to the Office of the Registrar. Effective with the courses taught in the fall semester 2014 and beyond, the "I" indicator on students' transcripts will be removed once an actual grade has been reported and recorded. If work for the course is not completed within the designated time, the Registrar's Office is responsible for converting a grade of *I* into a grade of *F,* Failure, 0 quality points, and the grade-point average and academic standing is recalculated after one calendar year after the end of the semester when the course was taken.

3.14   Examinations
Final Examination Policy Statement
Final examinations are to be administered only during the regularly scheduled Examination Period in the Fall and Spring semesters unless otherwise approved by the Provost. In order to provide students maximum opportunity to study and review material covered during the semester, final examinations are not to be administered during regularly scheduled class sessions, on the class make-up day, or during the reading period. In particular, faculty teaching undergraduate courses are not to give any examinations during the last week of regularly scheduled classes, but rather, administer such examinations during the Examination Period. For online courses, the syllabus will show the date of final exam, if applicable.

Final Examination Conflicts
Students who have three or more examinations scheduled on any one day during the examination period may request to take examinations on a different day so that they have no more than two examinations on any one day. It is the student's responsibility

and right to request that an examination(s) be rescheduled such that no more than two examinations are given during the course of one day. Faculty members are expected to accommodate these requests. The administration has accepted a resolution of the Faculty Senate regarding final examination conflicts. The Senate recommended that the rescheduling take place at least three weeks prior to the last day of classes and that, whenever possible, the make-up examination be rescheduled during the examination period; that the rescheduling be achieved in consultation with the instructors involved, and that, whenever possible, the student selects which examination to reschedule.

Final Examination Scheduling
The Academic Scheduling Office (ASO) schedules final exams for the majority of on-campus courses. Final exams are only scheduled for lecture sections, not for labs, discussions, recitations, etc. Off-campus final exams are scheduled by each individual department. All undergraduate final exams must be given during the final exam period listed in the academic calendar and must be given on the day and time listed in the final exam schedule.

Graduate exams may be given on the last day of the semester. If the professor would like to schedule an exam during the final exam period, the department must make a request to ASO. Graduate exam requests are accepted once all undergraduate exams have been scheduled.

Faculty FAQs
What if I need more time to give my final exam than what is provided in the schedule?
While all final exams must begin at the time scheduled by the university, exams can go beyond the scheduled end time provided the instructor makes arrangements with Academic Scheduling to reserve the classroom beyond the standard two-hour period.

What if I would like to change the room assigned to my final exam?
Classroom assignments can be changed up until three (3) days prior to the scheduled exam date. Instructors should submit a request to the Academic Scheduling Office. Please be advised that classroom assignments can change due to conflicts up until that date, so you should check your assignment within three (3) days prior to your exam.

What if I have a conflict with my scheduled final exams?
Exams are scheduled to avoid as many conflicts with other exams as possible; however, conflicts do occasionally occur. If you have a conflict, please contact Academic Scheduling as soon as possible for rescheduling.

Final Examination Schedule
The Final Examination Schedule is online at the GW Portal.

3.15   Academic Integrity
The Code of Academic Integrity was written and designed by students, faculty, librarians and administration with ultimate approval from the President of the university and the Board of Trustees. An Academic Integrity Office was created to manage the process and an Academic Integrity Council was formed to promote academic integrity and to administer all procedures associated with the Code.

3.16   Course Change and Withdrawal
Beginning the first day of classes, there is a late fee assessed for any *first-time* registrations.

Beginning the first week of classes, students who wish to add a course and drop a course as an even exchange may do so without financial penalty if these transactions are made during the same class week (by the drop date for a refund) for an equal number of credits.

Individual program adjustments may incur financial penalties and/or additional fees if they are not even exchanges, or involve courses other than those at the Foggy Bottom and Mount Vernon campuses.

Registration Transaction Form (RTF)
Students who wish to make changes to their schedule once GWeb registration has closed (after the second week of classes) must use an RTF-EZ form. Any course(s) added must have the permission of the instructor or department. After the fourth week of classes, students must receive permission from their dean's office to add a course.

Students may drop courses through the end of the fourth week of classes without academic penalty using an RTF-EZ form. After the fourth week of classes, it is considered a withdrawal and a grade of 'W' will appear on the transcript. Students may withdraw using an RTF-EZ form through the end of the eighth week of classes. Withdrawals after the eighth week of classes require a petition to the student's dean's office. Note: for courses offered during a time frame less than the 14 week semester, these timelines will vary.

Dean's Permission / Registration Transaction Form
Any changes to registration that require dean's permission (i.e. changing from letter-grade to pass/fail or time conflicts) must be completed using a RTF.

Withdrawals and Refunds
Withdrawals and refunds are discussed on the Office of the Registrar's Web site.

3.17   Class Attendance

Attending regularly scheduled and scheduled make up classes, discussions and recitations, laboratory sessions and other course meetings is a fundamental student responsibility. Faculty may use class attendance and participation as factors in determining course grades. The contributions of class attendance and participation toward course grades should be explicitly stated on course syllabi as should all factors used in determining these grades.

While it is expected that students will make every effort to attend classes, it is recognized that personal circumstances (e.g., religious observances, documented family and medical emergencies) and university-scheduled events (e.g., varsity athletic competitions, performances) will arise which preclude class attendance. In such circumstances, faculty and other instructors are expected to make appropriate accommodations (e.g., make up tests, adjusted due dates for papers and projects), such accommodations to be determined by the faculty member and appropriate university offices such as Disability Support Services as warranted. The student is responsible for obtaining the materials presented in missed classes and for making up missed tests and other assignments. No academic penalty shall be imposed for class absences that are permissible in accordance with university policy.

It is expected that students will schedule classes in order to minimize the number of classes that may be missed. Further, it is expected that whenever possible, students will inform course instructors in advance of any absences related to scheduled events or religious observances.

3.18   Religious Holidays

(See Section 2.12.5)

3.19   Adverse Weather Conditions

The university's Policy on Adverse Weather provides general guidance to faculty, staff, and students during adverse weather.

3.20   Retention of Graded Papers and Papers Not Returned to Students

Consult with deans' offices of specific schools for policies about retention of graded papers and papers not returned to students.

3.21   Auditing a Class

A person who has been admitted to the university may be registered, with the permission of the instructor, as an auditor in a class (no academic credit). An auditor is not required to participate actively or to pass examinations. A student who takes a course as an auditor may not repeat it later for credit. Tuition is charged at the prevailing rate. A student may not change from audit status to credit status or vice versa after the end of the eighth week of classes.

3.22   Electronic Theses and Dissertations
Students can now publish their theses/dissertations in electronic format. GW requires that all master's and doctoral dissertations be submitted electronically to Proquest/UMI, the nation's archiver and distributor of doctoral dissertations.

ETD Contacts
Gelman Library's ETD administrator can help with questions about the submission process. In addition, each school has an ETD coordinator for assistance specific to particular programs.

3.23   Academic Program and Course Approval
GW has converted its course and program approval processes to an online management system, CourseLeaf. All proposals for new programs and courses and changes to current listings, including all required supporting documents, must be completed and submitted **prior** to the requested effective date and early enough to allow for sufficient review. Retroactive approvals will not be granted, and new programs or revisions cannot be publicized to current or prospective students until approved by the Associate Provost for Academic Planning and Assessment. Every effort will be made to promptly review and provide feedback on submissions that meet the submission requirements.   For information about and to obtain access to CourseLeaf, contact bulletin@gwu.edu.

All new course proposals or proposed changes to existing courses are to be submitted through the **CourseLeaf Course Inventory Management System (CIM)**.

All new program proposals or proposed changes to existing programs are to be submitted through the **CourseLeaf Course Inventory Management System (CIM)**.

3.24   Student Services
Career Center
Center for Civic Engagement and Public Service
Center for Student Engagement
Center for Undergraduate Fellowships and Research
Colonial Central
Colonial Crossroads
Colonial Health Center (formerly Student Health Service /University Counseling Center)
Disability Support Services
Division of Student Affairs
International Services Office
Multicultural Student Services Center
Office of the Registrar
Office of Student Rights and Responsibilities
Office for Study Abroad

Career Center

GW's Career Center serves undergraduate students and alumni from all schools except the School of Business, and all graduate students and alumni from the Columbian College of Arts and Sciences (except for the Trachtenberg School). Links to school-based career centers can be found at the website: http://gwired.gwu.edu/career/allcenters/

The following services are available to ALL GW students and alumni through the Center for Career Services:

- Federal Work Study and on-campus student employment administrative assistance (hiring and payroll information). (Federal Work Study is for currently enrolled students who have applied for and received Federal Work Study funds as part of their University financial aid package. Alumni are not eligible for Federal Work Study).
- Career events and special programs (fairs, workshops, panels).
- Use of online services on the Center for Career Services website (Vault, Focus 2, Going Global [H1-B Visa], Interview Stream, Optimal Resume, Leadership Directories, Brad Traverse Jobs, etc.,).

Center for Civic Engagement and Public Service

The Center for Civic Engagement and Public Service aims to integrate civic engagement into George Washington University's educational work. The Center strives to focus GW's resources to meet community needs beyond the campus, promote active citizenship in a diverse democracy, and enhance teaching, learning and scholarship at GW.

Center for Student Engagement

Recognizing that GW is a community of scholars, the Center for Student Engagement brings learning out of the classroom and works to implement innovative four-year, competency-based student learning outcomes.

Center for Undergraduate Fellowships and Research

The Center for Undergraduate Fellowships and Research (CUFR) provides GW undergraduates and alumni with information, guidance, and support as they learn about and apply for research opportunities and national fellowship competitions, a complement to academic and extracurricular experiences at GW and an educational experience in its own right.

Colonial Central

Colonial Central is located in the basement of the Marvin Center. It has the offices for Student Financial Assistance, Student Accounts, the Registrar, the GWorld card, and the Cashier.

Colonial Crossroads

Colonial Crossroads, located on the fifth floor of the Marvin Center, houses GW's Career Center, Center for Civic Engagement and Public Service, Center for Student Engagement, Center for

Undergraduate Fellowships and Research, and the Office for Study Abroad. Colonial Crossroads is open from 9 a.m. to 5:30 p.m., Monday through Friday.

Colonial Health Center (formerly Student Health Service /University Counseling Center)
The Colonial Health Center has Medical Services, Mental Health Services, Health Promotion and Prevention Services, and the Parenting Initiative all housed in one area on the ground floor of the Marvin Center.   All currently registered full-time and part-time students enrolled in a degree program at GW are eligible for services at the Colonial Health Center. Non-degree-seeking students registered for at least 12 hours of academic credit in the current semester are also eligible. Students must present their GWorld card each time they visit the Colonial Health Center.

Medical Services an outpatient clinic staffed by physicians, nurse practitioners, and physician assistants. Students can be evaluated and treated for many medical problems. Psychiatrists are on staff to provide initial evaluation and referral and crisis intervention.

Mental Health Services offers a broad range of counseling, crisis, academic, and career services, psychoeducational workshops and web-based materials to support and enhance the experience of students enrolled at GW. Confidential short-term individual counseling and group counseling are provided to manage personal concerns that may be interfering with college or graduate school life. "24/7" crisis intervention is available at times of critical student need. Alcohol/drug screening through interview and psychoeducational substance use groups is also provided. Students who require or desire services beyond our limits are provided with appropriate community-based referrals.

Disability Support Services
Disability Support Services (DSS) currently oversees services for more than 700 GW students with a range of disabilities, including students temporarily disabled by injury or illness. To be eligible, a student must provide DSS with documentation that substantiates the need for such services in compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA). Services provided without charge may include registration assistance, readers, interpreters, scribes, individualized learning specialist support, adaptive materials and equipment, assistance with note taking, laboratory and library assistance, and test accommodations. DSS does not provide content tutoring, although it is available through the GW Tutoring Initiative. The university does not provide or pay for transportation services or personal attendant care.

Division of Student Affairs
The Division of Student Affairs supports the university mission and enhances the student experience by providing programs and services that focus on: Student Success; Student and Parent Engagement; and Wellness, Education, and Prevention.

International Services Office

The International Services Office facilitates international educational exchange through its services and programs. It serves as the primary administrative, programming and advising office for the GWU international community.

Multicultural Student Services Center

The Multicultural Student Services Center (MSSC) serves as GW's center for multicultural communication, community building, and leadership. The Center collaborates with major university offices including: the Student Activities Center, the Community Living and Learning Center, Career Services, Undergraduate Admissions, Office of Community Service, Graduate Admissions, and the Counseling Center. In partnership with these allies, the Center strives to develop co-curricular and experiential learning opportunities for GW students that:

- Support the shaping of a campus climate that welcomes cultural, racial, ethnic, and intellectual diversity
- Support students' academic, cultural, social, spiritual and professional growth
- Support the retention, inclusion and increase in participation rates of students of color

Office of the Registrar

The Office of the Registrar supports the university's mission to promote lifelong learning by administering the various academic policies of the university and providing support to students, faculty, administrators, and alumni. The office maintains academic records from enrollment through graduation and offers a wide range of services in the areas of classroom scheduling, enrollment verification, registration, requirements tracking, transcripts, and degree conferral.

Office of Student Rights and Responsibilities

The Office of Student Rights and Responsibilities (SRR) upholds the "Code of Student Conduct" (one of the components of the Guide to Student Rights and Responsibilities) and other non-academic conduct policies. SRR educates students about their behavior and helps students make responsible choices in the future. GW values students as partners in upholding the minimum expectations set for student behavior. Students participate by serving as University Hearing Board members, Disciplinary Conference Officers, Peer Educators, and members of the Committee on the Judicial System. In each capacity, students examine the cases referred to them and render decisions and recommended sanctions based upon circumstances presented.

Office for Study Abroad

The Office for Study Abroad (OSA) provides and facilitates quality international educational opportunities at GW. The staff works to promote the academic, personal, professional, and intercultural development of students before, during, and after their study abroad experiences. They respond effectively to student needs, contribute to campus internationalization, and foster cultural understanding and self-awareness

among the student body. The OSA primarily works with undergraduate students; some short-term, faculty led graduate programs are administered through the OSA as well.

Section 4: Research at GW

4.1   **University Policies on Research**

University policies governing research are located on the GW University Policies Web site. Policies cover areas of compliance, cost sharing, cost transfer, direct charging of administrative costs associated with sponsored projects, effort certification, research administration, and research integrity.

4.2   **Office of the Vice President for Research**

It is an exciting time for research at GW, with more than 100 centers and institutes and research in cutting-edge projects in science and technology, health, public policy, global security, and the arts and humanities. Research and innovation are driving forces advancing GW as an academic institution and society as a whole. The Office of the Vice President for Research (OVPR) works diligently to strengthen existing initiatives and expand into new multidisciplinary fields. In partnership with faculty, OVPR facilitates all phases of the external and internal funding processes, and provides support for faculty and student research initiatives.

4.3   **Sponsored Projects Administration**

The sponsored projects administration (SPA) team within OVPR has been assembled to facilitate and provide oversight for each step of the research process for faculty and researchers.

Working collaboratively with principal investigators and their department staff, our Sponsored Projects Administrators, Sponsored Projects Managers, negotiation team, and Grants and Contracts Officers ensure successful submission of proposals and compliance throughout the life of the project.

The SPA site includes information on several key areas related to securing and using sponsored funds, including:

- Forms
- Finding Funding
- Preparing Proposals
- Submitting Proposals

4.4   **Office of Entrepreneurship**

The Office of Entrepreneurship is committed to promoting excellence in multidisciplinary entrepreneurship, innovation, and regional engagement in new venture creation at the George Washington University. Founded in 2010, the office has worked closely with thousands of aspiring student, faculty, and alumni entrepreneurs, and now serves as a focal point to foster, promote, and perpetuate quality academic research, education, and outreach programs.

4.5   Office of Technology Transfer

The Office of Technology Transfer (OTT) facilitates the transition of ideas to products so that the university community and the public can benefit from GW research. OTT links the academy with industry, connecting university researchers with companies, entrepreneurs, and investors. OTT oversees all aspects of technology commercialization at GW.

4.6   Intellectual Property Rights

Faculty intellectual property rights are covered by two university policies that deal with copyright and patent rights.   In the case of copyright, faculty members may receive further guidance from the Office of General Counsel or the University Copyright Officer who is the Vice Provost for Faculty Affairs. In the case of patents, faculty members may receive further guidance from the GW Office of Technology Transfer.

GW Copyright Policy

The university encourages the creation and publication of scholarly, technical, literary and artistic works as part of its educational mission. Generally, when by his/her own initiative a faculty member, librarian or student, in pursuit of normal scholarly, professional, or academic responsibilities, including normal use of the university's physical facilities, create copyrightable works, the copyright and any resulting royalties may be claimed by the faculty member, librarian, or student as author of the copyrighted work. However, when a work qualifies as a "Work Made for Hire" or when "Substantial Use" of university resources is involved, as defined in the policy below, the copyright in such work will be owned by or transferred to the university.

GW Policy on Patents and Scholarly Work

The university seeks to serve the needs of society in the course of pursuing the traditional principles of education and research, as well as patient care. It has dedicated itself and all its resources to the pursuit and dissemination of knowledge. It does not pursue knowledge for primarily commercial purposes. However, the university recognizes that the interest of the inventor(s) and that of the university are better served when inventions and discoveries made by university faculty, staff, or students are developed to the point of practical application.

In order to provide maximum benefit to the university community and to assure the university's compliance with obligations to sponsors of research, all faculty, staff, and students have the responsibility to promptly disclose fully and openly to the GW Technology Transfer Office all Inventions, discoveries, technologies, and innovations as required by research agreements or where there is prospect for commercialization in which the university has an interest.   The process for applying for a patent and distribution of royalty or license fees will be done through that office in accordance with the *GW Policy on Patents and Scholarly Works*.

4.7   Foundation Relations

The Foundation Relations Program provides comprehensive services to support faculty, administrators and center directors in their work with foundations. Staff members can help to:

- identify potential funding sources
- plan and coordinate solicitations
- assist with letter of inquiries and grant proposals
- route proposal materials through the system
- ensure timely follow-up with foundations following an award
- secure follow-up awards

4.8   Compliance

Research Integrity

The university has a broad range of policies governing research activities in the Research and Finance Sections of the university's Policies. It is the responsibility of everyone associated with research at GW to comply with federal, state, local laws, regulations and university policies in all aspects of any research conducted for or on behalf of the university.

General Compliance Considerations

In addition to all university policies related to research integrity, there are many government and general compliance standards that apply to conducting research at GW as referenced in GW's Employee Compliance Guide.

Compliance and Privacy Office

The university maintains a Compliance and Ethics program to exercise due diligence in preventing and detecting improper and criminal conduct and to otherwise promote a culture that encourages ethical conduct and a commitment to compliance with the law. Specific ethics or employee compliance questions may be directed to a supervisor, department chair or dean or to the Compliance and Privacy Office.

Statement of Ethical Principles

GW's Statement of Ethical Principles sets forth the university's core values and guides the actions of anyone acting on behalf of the university.

4.9   Research Advisory Board

George Washington University Research Advisory Board, composed of distinguished external research experts, is convened to provide feedback and strategic direction for GW's research agenda.

4.10   University Advisory Council on Research

The Advisory Council on Research (ACR) is composed of faculty members and administrative representatives from the various schools and divisions at GW, and is the main research advisory group to the Office of the Vice President for Research. The ACR

also collaborates with the Faculty Senate Committee on Research, administers the Research Enhancement Fund, and is responsible for chartering and re-chartering GW-affiliated centers and institutes, as well as for developing long-term planning strategies and for improving GW research policies.

4.11   Office of Human Research/Institutional Review Board
The Office of Human Research (OHR) is the administrative support office for the George Washington University Institutional Review Board (IRB). The GW IRB is responsible for the review of all research activities that involve human subjects (in accordance with federal regulations). The OHR provides institutional oversight for all human subjects research activities conducted by GW affiliates (faculty, students, or employees), under the auspices of the George Washington University.

4.12   Responsible Conduct of Research
GW encourages all of its faculty and students to become familiar with professional and ethical standards in academia in general as well as in their chosen fields. In fulfilling its responsibility to prepare the next generation of responsible researchers, GW offers the following assistance:

Responsible Conduct of Research Training
All faculty and students interested in research are urged to complete the Responsible Conduct of Research training provided at GW. Discussion of the issues raised by this training among faculty and students should be an important element of professional development in all of our research and graduate programs. Faculty and students engaged in certain sponsored or academic programs and circumstances are required to participate in Responsible Conduct of Research (RCR) training.

Writing Resources
GW also offers a variety of resources to assist students in being responsible writers: GW's Code of Academic Integrity represents our community's commitment to academic honesty. The Office of Academic Integrity is always available to consult on issues of academic integrity.   RefWorks is an online tool supported by Gelman Library that helps writers organize their research and create bibliographies—and avoid inadvertent plagiarism in the process.

4.13   Centers and Institutes
GW's policy of chartering and re-chartering scholarly centers and institutes strengthens research and scholarly activity capabilities throughout the university. Becoming a chartered center or institute reflects a university seal of approval and results in the inclusion in listings of scholarly units. Further, chartered centers/institutes are eligible to apply for intramural funding from the Centers and Institutes Facilitating Fund.

4.14   University Seminars
The George Washington University Seminars program was established in 1985 to foster sustained discussion of issues that cross traditional disciplinary boundaries among members of the GW faculty and their distinguished counterparts in universities, research centers, federal agencies, international organizations, and private industry throughout the Washington, D.C. metropolitan area. Only topics that warrant intensive continuing inquiry are approved as organizing themes for the Seminars.

The goal of the Seminars is to connect the traditional research and inquiry activities of the academy with the major institutions of society, thereby ensuring an exchange of perspectives and information. University Seminars meet periodically during the academic year on the GW campus. The initial nucleus of each Seminar is a group of highly qualified faculty from a range of appropriate departments and schools, along with distinguished individuals from outside the GW academic community. The chair of each Seminar serves as convener. Distinguished guests may be invited to give presentations to stimulate discussion. However, the goal is to encourage dialogue on issues of importance in such a way that there are demonstrable outcomes such as publications, white papers, grant proposals, curriculum reforms, scholarly discussion blogs, the development of cross-disciplinary courses, conference proceedings, or contributions to public policy. The University Seminar should not be perceived to be only a lecture series. A graduate student can be appointed as logistical coordinator and rapporteur for each Seminar. University Seminars may receive funding for up to three consecutive years.

4.15   Research Training
Undergraduate Research
The Center for Undergraduate Fellowships and Research offers programs through which students engage in research and interact closely with faculty members. Undergraduate research experiences provide invaluable preparation for students interested in pursuing nationally competitive fellowships that recognize academic and extracurricular excellence.

Graduate Research Training
Graduate students gain valuable experience by working with faculty members and engaging in research. GW offers three major opportunities to provide students with essential training and skills: Graduate Research Assistantships, Graduate Teaching Assistantships, and Fellow Awards. Most fellowships and scholarships are offered through the academic departments and some are offered through the Office of Graduate Student Assistantships and Fellowships.

Medical Residency Research Training
The medical residency program has a rich history at GW, which in the nineteenth century was one of the first hospitals to start a clinical practice with resident student participation. Residents may take advantage of research opportunities at GW as well as

at the nearby National Institutes of Health, National Cancer Institute, National Institute of Mental Health, and Food and Drug Administration.

Professional Research Training
Postdoctoral researchers can be found in all areas of the university, including the biology, chemistry, high-performance computing, physics, and psychology departments. Each GW department maintains its own listing of postdoctoral research needs. GW's [Office of Graduate Student Assistantships and Fellowships](#) is another resource for graduates looking to find postdoctoral work at both GW and other institutions.

4.16   Employment of International Students

GW enrolls approximately 1,800 international students from over 128 countries; most study at the graduate level. International students bring cross-cultural communication and multicultural perspective to the workplace, in addition to the knowledge gained from their studies at GW. It is imperative to know the different rules that govern employment eligibility for international students and limitations on hours federal law permits them to work on campus while school is in session.

[Hiring International Students](#)

[On Campus Employment for F-1 Students](#)

[Post-Completion Optional Practical Training (OPT)](#)
[OPT Portal](#)

Section 5: Academic Resources at GW

5.1 Libraries at GW
The libraries at George Washington University consist of the Jacob Burns Law Library, the Himmelfarb Health Sciences Library, and the centrally administered GW Libraries, made up of Gelman Library, Eckles Library, and the Virginia Science and Technology Library. The mission of the GW Libraries is to enable GW faculty and students, regardless of location, to meet their curricular, research and information needs. With a commitment to excellence in services, the Libraries offer quality information resources and creative and innovative options to support the intellectual inquiry, research and lifelong learning needs of the unique university community they serve.

5.1.1 University Librarian
The University Librarian and Vice Provost for Libraries is responsible for planning, directing, and overseeing all operations of GW's Estelle and Melvin Gelman, Eckles, and Virginia Science and Technology Campus libraries.

5.1.2 Estelle and Melvin Gelman Library
Foggy Bottom Campus (Washington, D.C.)
The Estelle and Melvin Gelman Library is the university's largest library, featuring more than two million volumes and over 300 electronic databases. Its eight levels include high-technology classrooms, computer labs, and rotating exhibitions. Staff are available to work with you to support your teaching and research at the university. Services offered include classroom support through library instruction and reserves, research & tenure support, data management guidance, interlibrary borrowing and delivery services, and media. A fuller listing of the services available can be found here: http://libguides.gwu.edu/facultyresources.

The GW Libraries are also host to range of specialized collections, online resources and subject experts.   Among its unique offerings for research and study are the following:

Global Resources Center
The Global Resources Center (GRC) supports GW's globally focused academic programs. The GRC concentrates on the political, socio-economic, historical, and cultural aspects of countries and regions around the world from the twentieth century onward. Its interdisciplinary holdings include five specialized collections, the China Documentation Center (CDC); Japan Resource Center (JRC); Taiwan Resource Center (TRC); Resource Center for Russia, Eurasia, Eastern and Central Europe (REECE); and the Middle East and North Africa Resource Center (MENA).

Special Collections Research Center
The Special Collections Research Center collects and preserves a wide range of personal, professional, and historical materials from local, national, and international sources. Collection highlights include the following:

Africana Research Center
I. Edward Kiev Judaica Collection
International Brotherhood of Teamsters Labor History Research Center
National Education Association Library and Archive
University Archives
Washingtoniana Collection

National Security Archive
Gelman Library is also home to the independent National Security Archive. Founded in 1985 by journalists and scholars to check rising government secrecy, the National Security Archive combines an investigative journalism center with a research institute on international affairs and a library and archive of declassified U.S. documents. A leading non-profit user of the U.S. Freedom of Information Act, it also serves as public interest law firm defending and expanding public access to government information.

5.1.3 Eckles Library
Mount Vernon Campus (Washington, D.C.)
The Eckles Library houses a print collection of more than 64,000 volumes covering political science, women's history and contemporary issues, interior design, history, and literature, among other subjects. Featuring student artwork and exhibits, free DVD rentals, and coffee, the library is an integral part of student life on the Mount Vernon Campus, which is accessible by free shuttle from the Foggy Bottom campus.

5.1.4 Virginia Science and Technology Campus Library
Virginia Campus (Ashburn, VA)
GW conducts research in engineering, physics, and chemistry while providing graduate education at its Virginia Science and Technology Campus in Loudoun County (about 30 miles west of downtown Washington). As a Cooperating Collection of the Foundation Center and member of this national network of libraries, community foundations, and nonprofit agencies, the Virginia Science and Technology Campus Library provides visitors with free public access to grant maker directories, books and electronic databases, including the Foundation Directory Online, a fully searchable database with detailed profiles of all active U.S. foundations.

5.1.5 Jacob Burns Law Library
Foggy Bottom Campus (Washington, D.C.)
The Jacob Burns Law Library is among the largest academic law libraries in the United States. It features a research collection rich in American historic and contemporary legal materials, as well as international and comparative materials. The Law Library's holdings of more than 600,000 volumes (and equivalents) and its range of electronic resources provide researchers with a wealth of legal information.

5.1.6 **[Himmelfarb Health Sciences Library](#)**

Foggy Bottom Campus (Washington, D.C.)

The Himmelfarb Health Sciences Library serves faculty, students and staff of the School of Medicine and Health Sciences, School of Public Health and Health Sciences, and the School of Nursing by providing resources and services to support educational, clinical and research activities. Himmelfarb librarians assist with university compliance with the National Institutes of Health Open Access Policy and assist researchers applying for federal grants with compliance issues.

5.1.7 **[Washington Research Library Consortium](#)**

Membership in the Washington Research Library Consortium (WRLC) allows library patrons to borrow from nine academic libraries in the metro Washington area. Established in 1989, with GW as a leading co-founder, the WRLC coalition also includes American, Catholic, Gallaudet, George Mason, Georgetown, Howard and Marymount universities, along with the University of the District of Columbia.

5.2   Computer Resources

GW provides a wide array of computing systems and services for the faculty.   WiFi is available in most buildings on campus to provide wireless access to the internet. The university provides support for laptops, iPads, tablets, and other electronic devices through the Division of Information Technology (DIT) and for technology used for instructional purposes through Academic Technologies (AT). (See section 6.5 for Code of Conduct for Users of Computing Systems and Services)

5.2.1   GW Computer Systems

Acquiring a GW NetID, which serves as your electronic identification on campus, is the first step to connect to the technology systems, services and applications at the university. A NetID is a single username with a corresponding password that provides access to the [myGW Portal](#), GW's wireless networks, the GW e-mail and calendar systems, the [Blackboard](#) instructional content management system, and other important systems. The NetID is used as the access point when requesting personal web (ACAD) or research space or accessing computer labs across campus. Go to the [IT Support Center](#) to create your GW NetID.

[Encryption of Data](#)

Encryption is the conversion of data into a format that is not understandable to users without information such as a username and password. Encryption protects computers and mobile devices in the event of loss or theft. Part of insuring that your devices are well encrypted is to set up a very [strong password](#). The encryption procedure is designed to cover computers and removable storage media that store and process confidential and sensitive electronic data corresponding to the definitions of confidential and sensitive data in the [GW Information Security Policy.](#) For instructions on how to encrypt your desktop or laptop computers, contact DIT or go to http://it.gwu.edu/encryption.

Backup and Recovery of Data

Performing regular back-ups is crucial to protecting your information from data loss. To back up data, simply save copies of your important files, e-mails and folders. All portable data files stored on drives, disks and mobile laptops that include health data or other sensitive information should also be encrypted and password-protected at all times.

5.2.2   GW Email Service

All faculty members are provided with a GW email account in the GWMail system. The GWMail electronic mail system exists to support the university's academic mission and assist in its administrative operations. The GWMail policy governs usage of the GWMail system to help ensure that it serves these purposes effectively. To that end, the policy sets forth certain required procedures pertaining to use of the GWMail system. It identifies the electronic mail protocols the GWMail system supports. It makes clear that GWMail account holders do not have an expectation of personal privacy with respect to e-mail messages transmitted or received through the GWMail system, and explains the right reserved by the university to search, review, monitor and copy those messages. It states that use of the GWMail system is subject to all applicable laws and university policies, and prescribes proper procedures with respect to unsolicited electronic mail, mass electronic mail, LISTSERVS, message relaying, backups, virus protection, inactive accounts and other matters. The policy also provides examples of uses that are considered e-mail messages transmitted or received through the GWMail system, and explains the right reserved by the university to search, review, monitor and copy those messages.

5.2.3   Faculty Computers

See Section 2.8, "Faculty Workstation Initiative."

5.2.4   Academic Technologies (AT)

AT staff work with faculty members to identify, develop, and support technologies that can enrich teaching, learning and research at GW, both in the classroom and beyond. These includes computer labs, electronic teaching devices, media capture technologies, and the Blackboard system.   **See Section 3.11, "Academic Technologies."**

5.2.5   Academic Databases

The GW Libraries maintain access to many academic databases.   To request access to or help with searching a database, contact a reference librarian.   A reference librarian can provide assistance in gaining access to national datasets needed for research purposes. The library is also able to assist a faculty member to develop the required protocol for preserving research datasets created in the process of doing funded research as mandated by federal guidelines.

Section 6: Institutional Documents

6.1 **University Charter**
George Washington University was chartered in 1821 as the Columbian College by an Act of the US Congress to establish a college in the District of Columbia.

6.2 **Faculty Organization Plan**
Further information concerning this document, or amendments thereto, may be obtained from the Faculty Senate Office, Old Main, Suite 400.

6.3 **Faculty Code**
Further information concerning this document, or amendments thereto, may be obtained from the Faculty Senate Office, Old Main, Suite 400.

6.4 **Statement of Ethical Principles**
George Washington University dedicates itself to furthering human well-being. To do this, the university must maintain the confidence of local, national, and worldwide communities. For the university to maintain this confidence, trustees, senior officials, faculty, principal investigators, staff, student employees, and others acting on behalf of the university should strive to maintain the highest level of ethics in all of their actions on behalf of the university, and must comply with university policies as well as external laws and regulations. This Statement of Ethical Principles sets forth standards of ethical conduct to which all persons acting on the university's behalf should aspire. The Statement should be used as a general guide in making ethical decisions in all situations, especially those where the "right" answer is not always clear.

These standards are intended to provide a summary of ethical principles of conduct and to encourage each of us to maintain heightened awareness of their existence. These Principles are also stated, clarified and implemented in several separate policies and procedures of the university. Violations of university policies will be subject to disciplinary action as provided in those policies. Please see www.policy.gwu.edu for the latest full listing of university policies.

Integrity and Respect
The university community is diverse -- in race, background, age, religion, and in many other ways. The personal actions of each community member establish and maintain the culture of tolerance and respect for which we strive. The university is committed to free inquiry, free expression, and the vigorous discussion and debate on which the advancement of its educational mission depends. At the same time, trustees, senior officials, faculty, principal investigators, staff, student employees, and others acting on behalf of the university should respect the rights and dignity of others regardless of their differences, and must conscientiously comply with non-discrimination policies adopted by the university.

Responsibility and Accountability
University trustees, senior officials, faculty, principal investigators, staff, student employees, and others acting on behalf of the university should assume and exercise responsibility appropriate to their positions and roles. We are accountable to each other, to the university, and to ourselves for our actions and our decisions not to act. When roles or responsibilities are unclear, we should take it upon ourselves to obtain clarity. We should exercise sound professional judgment in the performance of our responsibilities, to the best of our ability.

Conflicts of Interest and Commitment
All trustees, senior officials, faculty, principal investigators, staff, student employees, and others acting on behalf of the university hold positions of trust, and should conduct their activities accordingly. Activities that impair or appear to impair the ability to perform our duties or affect independence and objectivity of judgment in the discharge of our responsibilities to the university should be avoided. We should demonstrate sensitivity in identifying potential conflicts of interest, whether of a financial, personal, or professional nature. Conflicts of interest must be disclosed, reviewed, and appropriately managed or eliminated in accordance with the reporting and other provisions of applicable university policies.

Harassment and Abuse of Power
The university supports an environment in which harassment of others is not tolerated. Trustees, senior officials, faculty, principal investigators, staff, student employees, and others acting on behalf of the university may not use positions of authority to violate or to influence others to violate laws, regulations or university policies.

Stewardship
As stewards of university resources, all trustees, senior officials, faculty, principal investigators, staff, student employees, and others acting on behalf of the university have a responsibility to ensure that all university resources are used prudently, ethically, and for their designated purposes. We have a responsibility to contributors to the university, including federal, state, and local governments, to treat university property with care, and to expend funds prudently. We should avoid waste and improper use, and should not use tangible or intangible university assets, funds, property, or facilities for our personal benefit or for the benefit of a non-university organization without proper approval. Our acts should reflect the recognition of a special obligation to use university property responsibly and consistent with the tax-exempt status conferred on the university in light of its educational, research, and service missions. It is imperative that those with access to confidential, proprietary, or private information not make unauthorized disclosures or use of this information.

Reporting
All trustees, senior officials, faculty, principal investigators, staff, student employees, and others acting on behalf of the university are expected to report violations of laws,

regulations or university policies to appropriate university officials, e.g., the employee's dean, department chair or other supervisor, senior university administrator, Compliance and Privacy Office, or Office of the Senior Vice President and General Counsel. Confidentiality of individuals reporting violations of these standards will be maintained to the extent possible.

6.5   **GW Policies**
The purpose of a GW policy is to make clear the university's intent on topics of broad institutional concern and to outline expected actions associated with that intent. Article III, Section 1 of the Faculty Organization Plan outlines the function of the Faculty Senate with respect to new or revised GW policies, including its consultative role.

GW's online policy page provides staff, faculty and students with access to the full text of approved university policies. Only policies approved at the university level appear on the university's central policy web page. In some cases university policies will refer to a set of procedures. Procedures are not policies but are the methods for implementing policies. Departmental or school-wide policies, which may be important but are more narrow in applicability, may appear in departmental or school guidelines and web pages but not on the university's policy web page.

6.6   **Code of Conduct for Users of Computing Systems and Services**
All use of university computing and networking resources is governed by the Code of Conduct for Users of Computing Systems.

6.7   **Guide to Student Rights and Responsibilities and Code of Student Conduct**

6.8   **Policy on Conflicts of Interest and Commitment for Faculty and Investigators**

Section 7: University Services and General Resources

7.1   Academic Technologies
See Section 3.11, "Academic Technologies."

7.2   Alumni Relations
The Office of Alumni Relations fosters relationships between the university and more than 250,000 alumni around the world by providing a variety of benefits and services and by hosting educational programs, networking and cultural events, and lifelong professional development opportunities. Alumni Relations is part of the Division of Development and Alumni Relations, which promotes a culture of philanthropy throughout the university community, including alumni, students, parents, and friends.

GW Alumni Association
Alumni Relations has a close and mutually beneficial working relationship with the GW Alumni Association, an independent 501(c)(3) nonprofit organization. The office and the association partner to further the GWAA's three main goals: 1) Enabling lifetime engagement; 2) Gathering a voice for alumni; and, 3) Building a culture of philanthropy.

7.3   Athletics and Recreation
GW's Department of Athletics and Recreation actively engages students, the campus community, alumni, and fans through the spirit of healthy living and competition. The university community and its neighbors can get involved in GW Athletics through a variety of programs.

Varsity Sports
The university's athletics program has 23 varsity teams. Season and individual tickets are available for men's and women's basketball, volleyball, and gymnastics. Purchase tickets online or by calling the Smith Center Box Office at 202-994-7325. All other sporting events, including fall and spring sports played at the Mount Vernon Athletics Fields are free and open to all.

Club and Intramural Sports
Club and intramural sports allow students to reap the health and wellness benefits of athletic competition (not to mention the fun).

Club Sports provide opportunities for students who desire a more in-depth sports experience. Club teams regularly travel the region and country to compete against other schools. GW's club sport offerings are subject to change from year to year but examples of past clubs have included baseball, basketball, cricket, ice hockey, lacrosse, cross country, fencing, field hockey, rugby, soccer, softball, swimming, tennis, Ultimate Frisbee, volleyball, and water polo.

Intramurals at GW range from a wide array of team sports (including basketball, floor hockey, football, kickball, soccer, volleyball) to individual sports (including racquetball, table tennis, Turkey Trot 5K, Battle Boat Passage Race).

Spirit Groups

The GW Spirit Program includes spirit groups that are themselves opportunities for athleticism, such as the nationally competitive co-ed Cheer Team, First Ladies Dance Team, and mascots George, Big George, and Hippo. Committed to entertaining Colonials fans and promoting GW athletics, the Spirit Program welcomes everyone to share in the spirit of GW!

Athletic Facilities

Barcroft Park   4200 South Four Mile Run Drive, Arlington, VA

GW's baseball team plays its home games at Barcroft Park in Arlington, VA. Barcroft Park features a FieldTurf playing surface, grandstand-style seating, covered dugouts, bullpens, batting cages, press box, concession stands, restrooms, entry plaza, and parking.

Charles E. Smith Center   Foggy Bottom Campus

The Charles E. Smith Center houses the majority of GW's intercollegiate varsity sports. Men's and women's basketball, volleyball, gymnastics, men's and women's swim, and men's and women's water polo play all of their home games at the Smith Center. In addition to hosting varsity athletics, the Smith Center offers practice space for club sports, classroom space for Exercise Science classes, and office space for the Department of Athletics and Recreation. The Smith Center also hosts major events and concerts.

Mount Vernon Athletic Facility   Mount Vernon Campus

The Mount Vernon Athletics Facility is home to GW's soccer, lacrosse, tennis and softball teams. The facility includes a synthetic turf surface for soccer and lacrosse, a softball diamond, an outdoor pool, and tennis courts. It is used for intercollegiate team practices and competitions, student club team practices and competitions, intramural and recreational activities, as well as occasional university and other special events.

Thompson Boat Center   Potomac Riverfront

Located only one-quarter-mile from campus on the Potomac River, the Thompson Boat Center is home to the men's and women's rowing teams.

Camps and Clinics

GW offers youth camps and clinics in sports such as soccer, lacrosse, and rowing.

7.4   **ATMs**
Automatic Teller Machines (ATMs) are located on the ground floor of the Marvin Center (800 21st Street, N.W.) and in the lobby of the Academic Center (801 22nd Street, N.W.).

7.5   **Bookstore**
The University Bookstore is located on the ground floor of the Marvin Center (800 21st Street, NW). In addition to books, computers, and textbooks, the bookstore carries a variety of university merchandise, including clothing and souvenir items. The store also stocks works authored by GW faculty as well as a range of school, office, and personal supplies. University employees receive a discount on selected items, not including textbooks. Call or visit the bookstore for details on employee discounts and hours of operation at 202-994-6870.

Textbook Adoption (see Section 2.7.3.5)

7.6   **Colonial Central/Colonial Crossroads/Student Services**
See Section 3.15, "Student Services."

Colonial Central
> Cashier's Office
> GWorld Card Office
> Office of the Registrar
> Office of Student Accounts
> Office of Student Financial Assistance

Colonial Crossroads
> Career Center
> Center for Civic Engagement and Public Service
> Center for Undergraduate Fellowships and Research
> Office for Study Abroad

Disability Support Services
Division of Student Affairs
International Services Office
Multicultural Student Services Center
Office of Student Rights and Responsibilities
Student Health Service
University Counseling Center

7.7   **Commuting**
Bicycling
Carpooling
Carsharing

Electric Car Charging Station
Guaranteed Ride Home
Metrorail and Metrobus
Parking Services
Shuttle Services
Smart Benefits
SmarTrip Card
Walking

Bicycling
Bikesharing
Capital Bikeshare offers bicycle rentals by the half-hour or the day. Several racks are available near campus. Riders are responsible for providing helmets.

Bicycle Parking
The university offers 77 bike racks and 492 parking spaces on campus. As part of current and future building construction, GW plans to add more secured bike storage, racks and 284 parking places. The university is not responsible for bicycles that may be damaged or stolen while parked in any campus area.

Shower Pass
The Lerner Health and Wellness Center provides locker room access to faculty and staff who bike or walk to campus. A free towel and lock service are available daily by request; the towel and lock must be returned within one hour of accessing the building. Alternately, there is an option to rent a locker for an entire semester at a discounted rate. Note: Access is to general locker rooms, not Presidential Club locker rooms.

Carpooling
A carpool is defined as two or more GWU employees sharing the program. Parking fees are paid via payroll deduction and the fee is divided equally amongst the registered carpoolers.

NuRide
The university works in partnership with NuRide, a flexible ridesharing program that encourages and rewards carpooling. The free program serves employees at the Foggy Bottom, Mount Vernon and Virginia campuses, who can sign up for one ride or for recurring rides. Registered riders earn reward points for every carpool ride. Points can be redeemed for gift cards, discounts and event tickets. The university's enrollment in NuRide and the creation of a discounted parking rate for carpoolers are components of an ongoing effort to promote sustainability.

Carsharing

Zipcar is a carsharing service that permits hourly or daily car rental. Fuel, insurance and Zipcar-only parking are included in the rental rates. Faculty, staff, and students over the age of 18 can join Zipcar at a discounted rate.

Electric Car Charging Station

In spring 2012, GW installed an electric vehicle charging station in the Academic Center Parking Garage. The university received the station free of charge through a Department of Energy grant. Contact the GW Parking Office with questions about the on-campus station.

Guaranteed Ride Home

Guaranteed Ride Home (GRH) provides commuters who regularly (twice a week) carpool, vanpool, bike, walk, or take transit to work with a free and reliable ride home when unexpected emergencies arise. Commuters may use GRH up to four times per year to get home for emergencies such as personal illness, a sick child, or unscheduled overtime. Register online at Commuter Connections. For questions, call GRH at 1-800-745-RIDE (7433).

Metrorail and Metrobus

The Foggy Bottom Campus is accessible by both Metrorail and Metrobus. Located on the Blue and Orange lines of Metrorail, the campus is served by the Foggy Bottom/GWU Metro Station. The Farragut West Station (Blue/Orange line) may be closer to some buildings on the eastern side of campus. Several Metrobus routes also travel through the university area. A trip planner is available on Metro's Web site, as is accessibility information for persons with disabilities.

SmarTrip

A SmarTrip card is a permanent, rechargeable card used to pay Metrorail and local bus system fares. Made of plastic, like a credit card, it is embedded with a special computer chip that keeps track of the value of the card. Instead of inserting a fare card through the Metrorail fare gate slot, touch the SmarTrip card to the circular targets on top of or inside station fare gates. Likewise, tap the fare box on Metrobus to pay bus fares with a SmarTrip card.

Transit Providers Accepting SmarTrip

SmarTrip cards can be used to ride the Metrobus, Metrorail, and to exit Metro Parking lots. Various area transit providers also accept the SmarTrip card as a payment option.

Getting a SmarTrip Card

Employees who do not have a card and are enrolling in the program for the first time can receive a free SmarTrip card by visiting the Faculty and Staff Service Center in Rice Hall. You may also use one you presently own or purchase one directly from Metro.

Using and Registering a SmarTrip Card to Participate in SmartBenefits
Employees can begin using a SmarTrip card before any payroll deductions are taken for GW's Smart Benefits program by adding money to the SmarTrip card. In order to participate in SmartBenefits, an employee's SmarTrip card must be registered through Metro . Allow 48 hours for the registration process.

Smart Benefits
Smart Benefits allows benefit-eligible employees to set aside pre-tax dollars each month through payroll deduction for transit and parking. Deductions are taken one month in advance and credited to an employee's SmarTrip card, which may be used to pay for Metrorail, Metrobus, and Metro parking.

Transit Providers Not Accepting SmarTrip
Employees who use area transit providers that do not currently accept the SmarTrip card as fare payment such as MetroAccess, Virginia Railway Express (VRE), MARC Train Service, MTA Commuter buses (Eyre, Dillon's, & Keller) may still take advantage of pre-tax savings by participating in the GW SmartBenefits program. The SmarTrip card allows employees to allocate their benefit to their personal account through either Commuter Direct, or (for residents of Maryland only) MTA to contribute to your order.

Parking Services
GW offers parking for faculty, staff, students, and visitors at its Foggy Bottom, Mount Vernon, and Virginia Science and Technology campuses. Parking locations, rates and procedures are available on the Transportation and Parking Services Web site. For questions or assistance, visit the Faculty and Staff Service Center (Rice Hall, First Floor, 2121 Eye Street, NW) or call 202-994-PARK (7275) and press 4.

Non-University Pretax Parking Transportation Benefit
The university offers all benefit-eligible employees a pretax deduction for parking expenses. Employees elect a monthly amount based on their estimated parking expenses for the following month. After the expenses are incurred, employees submit claims to Ceridian Benefit Services for reimbursement. For questions, contact Payroll Services at 571-553-8508.

Note: Reimbursements are processed on the 10th of each month. Properly completed claim forms must be received by Ceridian two business days before the reimbursement date in order for the claim to be paid on that date.

Shuttle Services
GW operates two inter-campus shuttles:
  Mount Vernon Campus
      The Vern Express picks up and drops off students, faculty, staff, and visitors at four Foggy Bottom campus locations and two Mount Vernon campus locations. The one-way trip between the campuses on the Vern Express typically takes 10-

13 minutes, although during heavy traffic conditions, especially on weekdays from 7 a.m. to 10 a.m. and 3 p.m. to 7 p.m., during rush hour, the one-way trip may take longer. Passengers are encouraged to plan accordingly.

The Vern Express is operated by International Limousine Service (ILS). Contact ILS Dispatch at 202-388-6800, extension 236 for route information and/or ADA arrangements.

Virginia Science and Technology Campus
The university provides shuttles between the Virginia Science and Technology and Foggy Bottom campuses, as well as the Wiehle-Reston East Metro Station (Orange Line). Shuttle services are free for GWorld holders (please be prepared to show your ID to the shuttle driver). The public rides the Wiehle Express for a fee. See also http://transportation.gwu.edu/virginia-campus-shuttles.

Walking
Shower-Pass Program
The shower-pass program allows pedestrian and cyclist commuters to use shower and locker facilities at the GW Lerner Health and Wellness Center. For details, see "Shower-Pass Program" under Bicycling.

7.8   Computer Supplies and Equipment
Faculty and staff can purchase Apple and Lenovo computers at academic pricing (discounted rates) at the GW Bookstore. In addition, the GW Bookstore offers academic pricing on software and ten percent off select accessories, not including Apple products.

7.9   Development Office
The Division of Development and Alumni Relations seeks to promote a culture of philanthropy throughout the university community, including alumni, students, parents, and friends.

Annual Giving
The Annual Giving department engages GW community members about the value of philanthropy in supporting all aspects of GW. Staff members answer questions about the ways to give to GW as well as the programs supported by philanthropy. They also work closely with the Faculty and Staff Campaign, Student Giving, and the Colonial Connection Student Callers. Contact Annual Giving at 202-994-5303 or giving@gwu.edu.

Faculty and Staff Campaign
The Faculty and Staff Campaign provides a way to support university initiatives and programs beyond daily contributions of time and talent. Donations can be directed to departments, the President's Fund for Excellence, or to hundreds of other programs on campus. Gifts to the university can be made via:

- [Payroll deduction](#)
- Check (Payable to George Washington University)
- Credit/debit card
- Appreciated securities and bonds
- Bequests
- Life insurance

Heritage Society

The Heritage Society honors alumni, friends, faculty, and staff who support the George Washington University through a bequest intention, charitable gift annuity, charitable trust or other planned giving.

Planned Giving

The Planned Giving staff can help with planning a gift to GW—from how to include GW in estate plans to help in setting up a gift annuity. These methods of giving benefit GW, while often resulting in favorable tax treatment. Contact Planned Giving Staff at 202-994-7657 or pgiving1@gwu.edu.

Receiving Donations to the University

Discussions with potential donors should be carried out in consultation with the Development Office to make sure that donations are consistent with the mission of the university. GW faculty or staff members in receipt of a donation to the university should contact the Gift Records office immediately to enable timely processing.   The University Gift Processing Policy states that "All gifts to the University must be processed, recorded and receipted by the Gift Records Office in the university Division of Development and Alumni Relations (DAR-GR)." If you have questions, please contact the Gift Records Office at gwgifts@gwu.edu. The Advancement Records Department will ensure that the gift is posted to the appropriate account based on the donor's intentions and that the donor receives a gift receipt for his/her tax records.

7.10 E-Cycling

Electronic materials may contain hazardous metals (e.g., lead in monitors and televisions) that could leach out of a landfill into the surrounding ground water if the material is not disposed of properly. For this reason, GW collects these materials and returns them to an appropriate vendor for disassembly and reuse of various parts.

The most common electronic items to be e-cycled include, but are not limited to, PCs and related peripherals, telephones (desk, wall, and cell), fax machines, and televisions.

E-Surplus

Offices with electronic materials that are no longer needed should follow the steps on the E-Cycling Web site for proper disposal (see link below). Then, submit a FiXit request for pick-up.

Toner Cartridges
1. Toner cartridges, as well as batteries, light bulbs, and cell phones, can be recycled in bins across from the GW Bookstore (Marvin Center, Ground Floor).
2. Alternately, submit a FIXit request and select "E-Cycling and Recycling Pick Up" from the FIXit problem drop-down menu. In the additional details section, please specify that the items should be delivered to Marc Shirley at 2025 F Street, NW Suite #104.

E-Cycling Guide for Faculty and Staff

7.11 **Emergency Preparedness**
See Section 2.7.3.11 and Section 3.8

7.12 **Events and Venues**
The Events and Venues department manages several spaces on campus available to students, faculty, staff, and university guests for special events, meetings, and conferences. Venues available through the Event and Venues department are the Marvin Center, Jack Morton Auditorium, 1918 F Street (Alumni House), 1957 E Street (7th Floor), Lisner Auditorium and various outdoor locations.

To request a space or for more information, please contact the Events and Venues office at 202-994-7470 or venues@gwu.edu. Venue descriptions can be viewed and space requests can be submitted online via the website (http://events-venues.gwu.edu). Building Managers are on duty 24/7 for after hours event emergencies and can be contact at 202-994-3605.

Events
Each year, University Events coordinates or contributes to approximately 100 events that range in size from 25 people to 25,000 people. These events, many of which are hosted by the president of the university, serve the entire GW Community—students, faculty, staff, alumni and friends.
  Fall Semester Events include:
  • Freshman Convocation
  • 9/11 Remembrance
  • Constitution Day
  • Apple Day
  • GW Interfaith Dinner
  • GW Faculty and Staff Holiday Party
  Spring Semester Events include:
  • George Washington's Birthday Bonfire, February 22
  • Academic Honors Dinner
  • Faculty Honors Ceremony
  • Interfaith Baccalaureate
  • Doctoral Hooding Ceremony
  • Commencement Weekend

7.13   External Relations

Faculty Experts

GW maintains a searchable database of Faculty Experts for the benefit of the news media. To be added to or update existing information in the database, please contact gwmedia@gwu.edu or 202-994-6460.

Follow GW

Follow GW lists GW's official social media sites, as well as those affiliated with GW schools and administrative offices.

GW Today

GW Today is the university's primary source of news and information. View up-to-date information about GW and subscribe to twice weekly emails at *GW Today's* Web site.

Marketing and Creative Services

Marketing and Creative Services is a department within the Division of External Relations whose services include photography and videography as well as creating visual designs, print publications, and Web sites. In addition, Marketing and Creative Services maintains the university's Identity Standards and Guidelines, institutional logo files, and other components of the visual identity system, and ensures their use conforms to university policy.

> Business Cards, Letterhead, and Envelopes
> Work with department staff to order business cards, letterhead, and envelopes through Dupli in iBuy, the university's online procurement system.

Media Relations

Members of the media are encouraged to contact GW Media Relations for up-to-date information about the university. If faculty members are contacted directly by the media, they should consult the GW Media Policy and Media Procedures for guidance.

University Calendar

The GW University Calendar serves a central resource for information about events at the university. GW schools, departments, and organizations contribute to the calendar on an ongoing basis. If interested in posting events on the calendar, please review the calendar policy prior to submitting an event.

7.14   Facilities

Facilities Services manages and maintains GW's property and grounds on all three of GW's campuses, including housekeeping, routine, and emergency maintenance, moving services, pest control, project management, logistics, waste removal, recycling, e-cycling, property management, and energy and environmental management.

Facilities Services seeks to provide high quality service to complete requests within 5 days. Completion times may vary during periods of increased request volume. FIXit is the work request system and can be found at https://my.gwu.edu/mod/fixit/login.cfm. Requested services include: Housekeeping, Trash Removal and Recycling, Event Support, Maintenance and Pest Control. Anyone can submit routine requests for standard maintenance in any building on any of the three campuses without being charged.

Emergency Maintenance   202-994-6706
AN EMERGENCY IS DEFINED AS A PROBLEM THAT WILL JEOPARDIZE A PERSON'S SAFETY, CAUSE DAMAGE OR LOSS OF PROPERTY OR WILL SIGNIFICANTLY DISRUPT REGULAR UNIVERSITY ACTIVITIES. To report maintenance emergency, please call 202-994-6706, 24 hours a day, 7 days a week.

Routine Requests
To report routine maintenance issues, submit a FIXit ticket at: https://my.gwu.edu/mod/fixit/login.cfm

Chargeable Requests
Requests outside of standard maintenance and operations of buildings are chargeable, such as moving or out-of-cycle painting. Faculty should work with department FIXit Power Users to submit chargeable requests.

Event Support is conducted as follows:
- Support for events, such as Housekeeping or setups are provided on a reimbursable basis for all campus events. These are Chargeable Requests and the fixit problem code is "EVENT SUPPORT." If special service is required for a particular area or room, a FIXit request should be submitted at least three days in advance.
- Routine maintenance services are provided as follows:
- Maintenance crews are available Monday-Friday, 7 a.m.-11 p.m. and Saturday-Sunday, 9 a.m.-6 p.m.

Routine housekeeping services are provided as follows:
- In academic and administrative buildings, between 6 a.m. and 10 p.m. either Sunday-Thursday or Monday-Friday, depending on the building.
- Limited weekend and overnight housekeeping services are provided to specific areas on campus that are open and in use by the university community throughout the day and on weekends.

7.15   Faculty Computers
See Section 2.6, "Faculty Workstation Initiative."

7.16   Faculty/Employee Assistance Program
See Section 2.3.3, "Faculty/Employee Assistance Program."

7.17 Faculty and Staff Service Center
See Section 2, "Working at GW."

7.18 Graduate Student Support
The [Office of Graduate Student Assistantships and Fellowships](#) (OGSAF) provides general information on fellowship opportunities for graduate students at the George Washington University on the Foggy Bottom campus. These opportunities include special internal competitions as well as national fellowships such as Boren, Fulbright and NSF Graduate Research Fellowships. The OGSAF oversees all graduate, non-sponsored project funding and directly administers special programs and endowment fellowships. The OGSAF offers informational meetings on national and internal competitions and funding opportunities for graduate and PhD students, as well as special assistance on aspects of the application process such as essay writing and interviewing. The Office also oversees GW's Graduate Teaching Assistantship Program (GTAP).

7.19 [GW Mobile App](#)
Access key GW services from your web-enabled mobile device using the GW Mobile app developed by Academic Technologies. Tap into the campus wherever you go with the official GW iPhone and Android apps, and now Mobile Web. Services include Schedule of Classes, GW Email, 4-Ride, Social Media feeds, and Shuttle information.

7.20 [GWorld Card](#)
The GWorld Card is the official identification card of George Washington University. It provides access to campus buildings and facilities, such as residence halls, academic buildings, libraries, and the Lerner Health and Wellness Center. It can also offer access to campus events. Faculty and staff can add funds (online or at campus kiosks) to their GWorld cards for purchases on campus, including occasional parking and dining services. The GWorld Card Office is located in Colonial Central (Marvin Center, Ground Floor).

7.21 [Information Technology](#)
The Division of Information Technology (DIT) provides technology infrastructure, services, and applications at GW, from Internet and phone connections in offices and residence halls to software that supports admissions, online registration, and other aspects of day-to-day business.

[Technology Support](#)
The Division of IT provides a wide range of technology support services, including assistance with on-campus services, university accounts and applications support, assistance with personal computers, one-on-one help with using applications, and much more. Technology assistance is available through the IT Support Center 24 hours a day, seven days a week.

Telephone:	202-994-GWIT (4948)
Email:	ithelp@gwu.edu
Live chat support and ticket submission:	http://it.gwu.edu/support

Walk-up technology support is also provided through Tech Commons, located on the lower level of Gelman Library (B03).

Academic year hours:	Monday-Thursday, 9 a.m.-10 p.m.
	Friday, 9 a.m.-7 p.m.
	Sunday, 2 p.m.-8 p.m.
Summer session hours:	Monday-Friday, 9 a.m.-7 a.m.

Note: Hours are subject to change on holidays and during intersession breaks.

In addition to university-wide support provided by the Division of IT, specialized technology support for particular colleges and administrative functions may be provided by a local support partner (LSP). Check with your organization to determine if this applies to your group.

7.22   International Services Office

See Section 3.15, "Student Services."

7.23   Lerner Health and Wellness Center

All current GW employees (full- or part-time faculty and staff) on the Foggy Bottom and Mount Vernon campuses are eligible to join the Lerner Health and Wellness Center (corner of 23rd and G streets). Annual membership fees can be paid through credit card or a personal check. There is a six-month minimum for membership.

Facility features include:

- 3-lane indoor lap pool
- Aerobics, dance, and martial arts classes
- Cardiovascular and strength-training center
- Free weight room
- 2-court gymnasiums for basketball, volleyball, badminton, and intramural sports
- 6 squash courts
- 4 racquetball courts
- 3-lane suspended jogging track
- Locker rooms and equipment rental
- Conference, wellness, and multipurpose rooms
- A healthy-eating café

Additional Athletic Facilities
Mount Vernon Athletic Complex
The following facilities are located on the Mount Vernon Campus:

- The GW Lloyd Gym
  Activities available to current GW students, faculty, and staff include basketball, volleyball and indoor soccer. The facility also boasts a full circuit of free weight and cardiovascular equipment. Current GWorld cardholders are welcome.

- The Mount Vernon Campus Pool
  A six-lane swimming pool is open from May through September, offering members a cool and refreshing way to relax. The center has a toddler pool for young children. GW students can present their GWorld card to use the Swim Center.

- The GW Tennis Center
  The tennis center is open to all GW students and Tennis Center members. Its 11-court facility has lights on six courts for night play. Amenities include a courtside patio, water coolers, court chairs, divider nets, and a private locker room.

7.24   Mail Services
Foggy Bottom Campus
Delivery and Pick-up
GW's Mail Services processes all incoming and outgoing U.S. mail as well as interdepartmental mail for most university offices and departments. Interoffice and U.S. mail is delivered and picked up twice daily (mornings and afternoons) for all departments located on campus and once daily for departments located off-campus.

Preparing Outgoing Mail
All outgoing mail is processed at the Support Building and picked up by the U.S. Postal Service or an outside vendor at approximately 2 p.m. daily. Departments can send outgoing mail by attaching a departmental chargeback card to each bundle and placing it in their outgoing mailbox. Specify on the card how the mail should be processed (i.e., 3rd Class, Overnight, UPS, etc.). If there is no specific notation on the card, the mail will automatically be sent First Class. If you have any questions regarding bulk mailings, obtaining departmental chargeback cards, your mailing account, or other matters, call 202-994-8707 (outgoing mail) or 202-994-8706 (interdepartmental mail) for assistance.

Foggy Bottom Campus Post Office
The Foggy Bottom Campus post office is open weekdays from 11 a.m. to 4 p.m. Faculty, staff, and students can send letters and packages, including express mail (USPS, FedEx and UPS), and buy stamps with cash or a GWorld Card. The post office is on the lower level of the Support Building at 2025 F St., NW, Suite L-101.

U.S. Post Offices
The closest U.S. post offices to the Foggy Bottom Campus are as follows:
- Watergate Station (2512 Virginia Avenue, NW)
- White House Station (1700 Pennsylvania Avenue, NW)
- Twentieth Street Station (2001 M Street, NW)

Express Mail

GW contracts with preferred suppliers for discounted rates on services. Currently, GW's preferred express mail vendors are FedEx and UPS. Faculty should work with department staff to send work-related express mail. Hours of Operation (Mail Services/Student Package Services)

Foggy Bottom Campus

Monday – Friday	10 a.m. - 8:00 p.m.
Saturday	Noon - 6 p.m. (fall and spring semester only)
Sunday	1 – 5 p.m. (fall and spring semester only)
Location:	Support Building, 2025 F Street, NW, Suite L-101
Contact:	202-994-6725
	gwmailsv@gwu.edu

Mount Vernon Campus

Monday – Friday	8 a.m. - 6 p.m.	
Saturday	10 a.m. - 2 p.m. (fall and spring semester only)	
Sunday	Closed	
Locations:	Mail Services:	West Hall Suite B-114A
	Package Services:	Mt. Vernon Garage adjacent to West Hall
Contact:	202-242-6660	

Virginia Science and Technology Campus Mail Service
Delivery and Pick-up
Virginia Campus Mail Services processes all incoming and outgoing U.S. Mail as well as interdepartmental mail for most university offices and departments. Mail is delivered and picked up daily for all campus buildings.

Preparing Interoffice Mail
Label interoffice mail with recipient, department, and building name. A courier service transports interoffice mail between the Foggy Bottom and Virginia campuses twice daily. Mail sent by the 10:15 a.m. run will be delivered the same day at Foggy Bottom. To arrange for a pick-up of large packages (oversized, boxed materials) destined for Foggy Bottom, call 703-726-3563 (before noon for same-day delivery).

Preparing Outgoing U.S. Mail
All outgoing mail is processed and picked up by the U.S. Postal Service at approximately 10 a.m. daily. Departments can send outgoing mail by attaching a departmental chargeback card with a rubber band or paper clip to each bundle and placing it in their outgoing mailbox. Departmental chargeback, or postage meter, cards can be printed

from the Enterprise Accounting System (EAS). To arrange for a pick-up of large packages (oversized, boxed materials), call 703-726-3563.

Express Mail
FedEx and UPS pick up daily from Mail Services. By 1 p.m., packages should be at Logistics (Research I) or Security (Research II). FedEx Ground picks up before 9 a.m.

Questions
If you have any questions regarding bulk mailings, obtaining departmental chargeback cards, your mailing account, or other matters, call 703-726-3563 or 703-726-3552 for assistance. Hours of Operation
Monday – Friday   7 a.m. - 5 p.m.
Location: Building II, 1st Floor
Contact: 703-726-3563 or 703-726-3552, omarp@gwu.edu

7.25   Marvin Center
The Cloyd Heck Marvin Center is GW's campus community center. It offers programs, services, and facilities for students, faculty, staff, alumni, and university guests. The Center's wide range of facilities includes dining locations, a theatre, lounges, study rooms, conference, and meeting rooms, and is home to Colonial Central, GWorld, the GW Bookstore, Student Health Services, and Colonial Crossroads.

The Marvin Center is supported by a team of full-time professional staff to tend to the needs and care of the students, faculty, staff, and community members who use this university center. For questions or concerns, visit Marvin Center 204 during regular business hours. Building Managers are on duty 24/7 and can be contacted at 202-994-3605.

7.26   NIH Federal Credit Union
GW employees are eligible to join the NIH Federal Credit Union, which has a branch adjacent to campus at 2200 Pennsylvania Avenue, NW. Phone: 800-877-6440

7.27   Notary Public Service
Notary public services are available at various Foggy Bottom campus locations, including the Faculty and Staff Service Center. A list of notaries on and around campus is available from Colonial Central (Marvin Center, Ground Floor).

7.28   Office Supplies and Equipment
Office supply and equipment orders should be placed according to the academic department's administrative office policy. Supplies can be ordered through iBuy, GW's online procurement system. Through iBuy, departments can order from preferred vendors at discounted rates, such as Staples, CDWG, Apple, and Dell.

7.29   Parking Services   (See Section 7.7, "Commuting.")

7.30 **Payroll**

The Payroll Office is located on the Virginia Campus; however, Foggy Bottom Campus employees can visit the Faculty and Staff Service Center (FSSC) for assistance with payroll-related questions. Located on the first floor of Rice Hall (2121 Eye Street, NW), the FSSC is open weekdays from 8 a.m. to 5 p.m.

Virginia Campus Payroll Office	Faculty Staff Service Center
45155 Research Place, Suite 155	2121 I Street, NW
Research Place, 1st Floor	Rice Hall, 1st Floor
Ashburn, VA 20147	Washington, DC 20052
703-726-4277	202-994-1000
payroll@gwu.edu	

7.31 **Safety and Security**

The George Washington University Office of Safety and Security – comprised of the Office of Emergency Management, Office of Health and Safety and GW Police Department – is tasked with promoting a safe campus and protecting our community. This effort requires involvement from all members of the university community, including faculty, staff, and students.

Phone Numbers:	Emergency:	Non-Emergency:
Foggy Bottom (GWPD)	202-994-6111	202-994-6110
Mount Vernon (GWPD)	202-242-6111	202-242-6110
VSTC (Loudoun County)	911	703-777-1021
Other Locations	911	
GW Information Line		202-994-5050
VSTC Information Line		703-726-8333

Other Important Phone Numbers

Division of Student Affairs	202-994-6710
Emergency Maintenance	202-994-6706
GW Hospital	202-715-4000
GW Housing	202-994-2552
Information Technology	202-994-4948
Office of Emergency Management	202-994-4936
Office of Health and Safety	202-994-4347
Office of Parent Services	202-994-2305
Sexual Assault Response Consultative Team (SARC)	202-994-7222
Student Health Service	202-994-6827
University Counseling Center	202-994-5300
University Operator	202-994-1000

Blue Light Phones

GWPD operates over thirty blue light phones on the Foggy Bottom and Mount Vernon campuses. There are also panic alarm buttons in stairwells and secluded areas of several university buildings and parking garages. If you need assistance, see something that is suspicious, or see someone else who needs assistance, you should activate a blue light phone and speak directly with the GWPD dispatcher. Once activated, a large blue strobe light flashes from the top of the phone tower and the GWPD dispatcher is notified immediately. A caller's location is immediately reported and officers are quickly dispatched. Additionally, the GW Mobile App allows you to see your location in relation to the blue light phones on campus. Download the app and look for blue light phones under the emergency menu.

Emergency Communications

The university utilizes several different mediums to notify GW students, staff, faculty, and community members of emergency situations and safety-related information.

Campus Advisories   This is the university's primary website used for communicating emergency preparedness and incident-related information to the GW community.

GW Alert (Text, E-Mail and Webpages): GW Alert is a notification system that sends emergency alerts to e-mail addresses and mobile devices. Students, faculty, and staff members are requested to maintain current contact information by logging into https://banweb.gwu.edu. In emergency situations, alerts may also appear at the top of university webpages.

Social Media: Selected GW Campus Advisories are posted to the university's Twitter account and Facebook status.

Emergency Medical Response Group (EMeRG)

The GW Emergency Medical Response Group (EMeRG) is a student-based volunteer organization licensed to provide Basic Life Support and transport while serving the GW Foggy Bottom and Mount Vernon campuses. EMeRG strives to serve the community 24/7 during the academic year on the Foggy Bottom campus, and during peak evening hours on Thursdays, Fridays and Saturdays on the Mount Vernon campus. All of EMeRG members are licensed Emergency Medical Technicians at the Basic level or higher in the District of Columbia.

4-Ride and Colonial Express Shuttle Bus

GWPD coordinates two safe travel alternatives. 4-Ride is a fleet of escort vehicles that pick up and drop off students, faculty, and administrators anywhere within three blocks of campus. The Colonial Express Shuttle Bus runs two routes around campus, stopping at residence halls and major campus buildings. Both services operate daily from 7 p.m. to 5:30 a.m.

GW Police Department

The George Washington University Police Department (GWPD) is committed to working with the GW Community to help ensure a safe and secure environment. Police personnel patrol the campus area 24 hours a day, 7 days a week.

The GW Police Department is located in Rome Hall, Suite 101. All GWPD walk-in services, including filing a police report and reporting lost or stolen keys can be accessed 24-hours a day. Inquiries can be made into lost and found items on weekdays between the hours of 8 a.m. and 5 p.m. Eye glasses and non-GW keys are available for pick up from lost and found 24-hours a day.

Lost and Found

Lost and found items recovered by community members or GWPD officers are stored at the Office of Safety and Security in the Academic Center. When turned in, they are logged in a record book and stored by GWPD for thirty days. After thirty days, the items are donated to a local charity. Inquiries can be made into lost items on weekdays between the hours of 8 a.m. and 5 p.m. by calling 202-994-6948 or by visiting Rome Hall, Suite 101. Alternately, email lostandfound@gwu.edu. Eyeglasses and non-GW keys are available 24/7. Claiming lost items requires photo ID.

Operation Identification

The GWPD prints uniquely identifiable numbers on valuables to assist in their positive identification or recovery in the event the items are lost or stolen.

Self-Defense Classes

GWPD Self Defense is open to GW community members of all ages and all backgrounds. All GW students, faculty, and staff are able to participate in the classes. While the majority of classes are geared toward sexual assault prevention for women, classes can be beneficial for men as well. In addition to classes open to both men and women, GWPD can tailor a class for men or specific groups. For more information contact GWPD at gwpd@gwu.edu.

Sexual Assault Response Consultative (SARC) Team

Trained faculty and staff members are prepared to assist survivors of sexual assault. Members do not act as counselors but provide the survivor with information and resources to make informed decisions regarding the incident.

Violence in the Workplace

Violence in the workplace, in any form, is not tolerated by the George Washington University. If you experience violence or harassment in the workplace, you should report it immediately to GWPD and your direct supervisor. If you are in danger, you should immediately call GWPD at 202-994-6111 or 911. If you observe behavior that is suspicious or makes you feel threatened, but you do not believe that you are in

imminent danger, you can report threatening behavior or other behavioral concerns to GWPD online. GWPD takes reports of threatening behavior seriously and works with several other offices within the university to address incidents of workplace violence immediately.

Definitions
Workplace violence is violence or the threat of violence directed toward persons at work or on duty. It can occur at or outside the workplace and can range from threats and verbal abuse to physical assaults and homicide. OSHA has categorized workplace violence into three categories to make it easier to understand.
1. Stranger Violence- Stranger violence versus employees, such as armed robbery, accounts for 60% of all workplace homicides.
2. Client Violence- Client versus employee, which is best exemplified by a social worker being attacked by a client, account for 30% of all workplace homicides.
3. Employee Violence - Employee versus employee, which is best exemplified by a case wherein an employee attacks a supervisor, accounts for 10% of all workplace homicides. This category also includes domestic violence, temporary employees, and subcontractors.

General Information
Occupational Safety and Health Act of 1970 assures safe and healthful working conditions for every working person and to reserve our human resources. The National Institute for Occupational Safety and Health (NIOSH) is charged with researching and making recommendations related to occupational safety and health standards.

Protecting Yourself
FAQ
Risk Factors
Resources

GWPD also facilitates a training program for Violence Prevention in the workplace and recognizing behaviors of concern. This program is a collaboration with University Human Resources and the university's Behavioral Threat Assessment Team. GWPD will also assist with creating an office safety plan and conduct training for members of a specific department.

V.A.M.P. – Violence Awareness and Mitigation Program
VAMP is a GWPD-designed program that teaches faculty, staff and student leaders indicators of potential violence in individuals, de-escalation techniques and defense against armed and unarmed assailants.

7.32   Smith Center
The Charles E. Smith Center, 600 22nd Street, NW, is an athletic and recreation center serving the university community. In addition to hosting varsity athletics and major

events and concerts, the Smith Center houses practice space for club sports and office space for the Department of Athletics and Recreation.

7.33   Student Services/Colonial Central
See Section 3.15, "Student Services."

7.34   Sustainability
GW defines sustainability as a future with resource systems that are healthy and thriving for all. Sustainability is the balance of environmental resources, social equity and economic prosperity across the globe and across generations. Through efforts underway in operations, teaching, research, and outreach, GW is committed to being a model of sustainability.

Academic Programs
GW is home to numerous courses on topics related to sustainability that students take across multiple academic programs at the undergraduate and graduate level. These courses serve as the foundation for many of sustainability-related academic programs offered at the university.

Research Institutes and Centers
At GW, a suite of institutes conducts research on a variety of sustainability topics.

Green Leaf Course Grants
Faculty can apply for Support Grants for Developing or Revising Courses to Meet the Green Leaf Designation. Green Leaf courses address issues around social, economic, and/or environmental sustainability and include at least three of the following criteria:
- Content related to sustainable development: creating healthy and thriving resource systems for all;
- Content related to environmental issues;
- Content related to social issues that can be applied to sustainable development such as human welfare, social equity issues or social/organizational/behavioral change;
- Content related to economic issues that can be applied to sustainable development;
- Discourse focused on the interconnection of world resources and the human condition from a long-term perspective;
- Content related to policy and communications issues that can be applied to sustainable development.

Green Office Network
The Green Office Network is the primary faculty and staff sustainability engagement program. Offices sign up to participate in a program designed:
- To better understand office behavior and practices on a day-to-day basis
- To foster a discussion about how to improve sustainability on the individual and office level

- To improve awareness, build community, and empower staff to make positive, healthy changes

Recycling/E-Cycling

GW is committed to reducing on-campus waste, as well as ensuring that its recycling program is comprehensive and robust.

Foggy Bottom and Mount Vernon Campus Recycling Guide

Virginia Campus Recycling Guide

E-Cycling Guide for Faculty and Staff

7.35   Telephone and Voicemail

All university telephone calls are processed through a communications network owned and operated by GW.

Dialing Information

Calls are routed to the appropriate campus destination by dialing a 5-digit number. Dial a prefix of 9 to access an outside line for local calls to the District of Columbia. Long-distance calls and local calls to Maryland and Virginia toll-free numbers should be preceded by 9, 1 and the area code.

On campus dialing

The university has several types of on-campus phone numbers that you can reach by dialing the last 5 digits of each number:

202-994-xxxx	4-xxxx	571-553-xxxx	3-xxxx
703-726-xxxx	6-xxxx	202-242-xxxx	2-xxxx

Long-Distance Codes

Each employee authorized by a department chair to make long-distance calls is assigned an authorization code that is dialed after the area code and telephone number. The authorization code is used to verify the authenticity of the caller and to allow direct billing to the department. The main listed number for the university is 202-994-1000. For information, dial 0 and then say "operator" to reach the university operator. The university phone system is administered by the Division of Information Technology.

Repair

For telephone repairs, please contact the IT Support Center at 202-994-GWIT (4948), ithelp@gwu.edu or http://it.gwu.edu. Technical support is available 24 hours a day, seven days a week.

Voicemail

All university telephone extensions are equipped with voicemail. To access voicemail, dial 202-994-4100 and type in the security code for that extension.   If accessing voicemail from a different telephone, you will be required to type in the 5-digit extension (called the mailbox number) of the office phone followed by the security code for the extension.

7.36   **Textbooks**   See Section 2.7.3.5, "Textbook Adoption."

7.37   **University Traditions**

Traditions are an important part of GW's culture, enriching daily life and cultivating pride within our community. The oldest traditions date back to 1904 when Columbian College became George Washington University. Today, many GW traditions and logos incorporate the legends and lore linked to the namesake, President George Washington.

Appendix: Faculty Handbook Revision Procedures

The Office of Faculty Affairs in the Provost's Office is responsible for maintaining the Faculty Handbook in consultation with the Faculty Senate.   The Handbook should be verified for accuracy and revised periodically.   Changes required for administrative or other reasons may be done in the interim on an ad hoc basis in consultation with the Faculty Senate.

1999 GW Faculty Handbook

2015 GW Faculty Handbook (unanimously recommended for approval on April 10, 2015 by a Resolution of the George Washington University Faculty Senate; approved for release to the faculty by Provost Steven R. Lerman on April 10, 2015)