# Senate Executive Committee Resource Packet 2014-2015

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2014-2015 Senate Executive Committee Meetings

All meetings are scheduled from 3:00 pm to 5:00 pm in room 403 of the Ford Alumni Center unless otherwise noted.

**Fall Term 2014**

- Senate Exec: October 1
- Senate Exec: October 15 - Ford Alumni Center 402
- Senate Exec: October 29
- Senate Exec: November 12
- Senate Exec: November 26

**Winter Term 2015**

- Senate Exec: January 7
- Senate Exec: January 21
- Senate Exec: February 4
- Senate Exec: February 18
- Senate Exec: March 4 - Ford Alumni Center 301

**Spring Term 2015**

- Senate Exec: April 1
- Senate Exec: April 15
- Senate Exec: April 29
- Senate Exec: May 20
**Senate Executive Committee Membership 2014-2015**

Defined by UO Senate Bylaws:

5.1 The Senate Executive Committee shall minimally consist of the Senate President (the chair), Senate Vice President, the immediate past Senate President, the chair of the Academic Council, three tenure-related faculty Senators, one Officer of Administration Senator, one Non-Tenure Track Faculty Senator, one Classified Staff Senator, the Officer of Research Senator, one Student Senator and the ASUO President or designee. The Senate President may appoint additional members including outside faculty to serve on this committee. The incoming Senate President shall appoint all members to this committee and their terms of office shall be one year commencing when the Senate President takes office. The Senate Executive Coordinator and the Senate Parliamentarian shall serve as ex-officio non-voting members of the Senate Executive Committee. To maintain close communication with the Senate, the University President shall be invited whenever appropriate to Senate Executive Committee meetings.

**Current Members:**

<table>
<thead>
<tr>
<th>Member</th>
<th>Unit</th>
<th>Contact</th>
<th>Term Exp</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Senate President</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robert Kyr</td>
<td>Senate President</td>
<td><a href="mailto:rkyr@uoregon.edu">rkyr@uoregon.edu</a></td>
<td>2015</td>
</tr>
<tr>
<td><strong>Senate President-Elect</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Randy Sullivan</td>
<td>Senate Vice President</td>
<td><a href="mailto:smrandy@uoregon.edu">smrandy@uoregon.edu</a></td>
<td>2015</td>
</tr>
<tr>
<td><strong>Immediate Past Senate President</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Margie Paris</td>
<td>2013 - 2014 Senate President</td>
<td><a href="mailto:mparis@uoregon.edu">mparis@uoregon.edu</a></td>
<td>2015</td>
</tr>
<tr>
<td><strong>Chair of Academic Council</strong></td>
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<tr>
<td>TBD</td>
<td>Academic Council Chair</td>
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<td>2015</td>
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<tr>
<td><strong>Tenure-Related Faculty Senators</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Richard Margerum</td>
<td>Faculty Senator - PPPM</td>
<td><a href="mailto:rdm@uoregon.edu">rdm@uoregon.edu</a></td>
<td>2015</td>
</tr>
<tr>
<td>Bill Harbaugh</td>
<td>Faculty Senator - Economics</td>
<td><a href="mailto:harbaugh@uoregon.edu">harbaugh@uoregon.edu</a></td>
<td>2015</td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Email</td>
<td>Year</td>
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</tr>
<tr>
<td>Miriam Deutsch</td>
<td>Physics/FAC Chair</td>
<td><a href="mailto:miriamd@uoregon.edu">miriamd@uoregon.edu</a></td>
<td>2015</td>
</tr>
<tr>
<td>Mandy Chong</td>
<td>Erb Memorial Union</td>
<td><a href="mailto:mchong@uoregon.edu">mchong@uoregon.edu</a></td>
<td>2015</td>
</tr>
<tr>
<td>Lisa Mick Shimizu</td>
<td>Senate Executive Coordinator</td>
<td><a href="mailto:lisa@uoregon.edu">lisa@uoregon.edu</a></td>
<td></td>
</tr>
<tr>
<td>Paul Simonds</td>
<td>Senate Parliamentarian</td>
<td><a href="mailto:simonds@uoregon.edu">simonds@uoregon.edu</a></td>
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</tbody>
</table>

**Ex Officio Non-Voting Members**
A Time of Change & Opportunity:

Announcement to the University Senate and UO Campus by Robert Kyr, Senate President

In light of the very recent changes in Johnson Hall, I am writing to give you an update about the Senate’s obligations and plans for the coming academic year.

First, I want to acknowledge and thank our new Board of Trustees and Chuck Lillis, Chair, for their superb leadership in decisively appointing Scott Coltrane as Interim President in a way that signals the strength and stability of our institution. The Senate has enjoyed a productive working relationship with Professor Coltrane during his tenure as Provost, and earlier, as Dean of the College of Arts and Sciences. We very much look forward to our collaboration with him as Interim President, and with newly appointed Acting Provost Frances Bronet.

During the coming academic year, the Senate will focus on several important initiatives for the future of our university:

+ Task Force to Address Sexual Violence and Survivor Support

The Task Force will present its recommendations to the university community at the October 22nd Senate meeting. The work of this committee is crucial for our ongoing efforts to address sexual violence in our community through meaningful and sustainable action.

LINK: Senate Motion US13/14-52 (establishing Task Force)
+ Review of the Academic Plan and University Priorities

Also at our October 22nd Senate meeting, we will begin a review of the university’s Academic Plan including a discussion of university priorities as part of a yearlong campus-wide process.

+ Changes in the Student Conduct Code

At our first Senate meeting of the year (October 8, 2014), we will consider major legislation proposing significant changes to the Student Conduct Code.

+ Open Meetings and Confidentiality

Beginning on September 15, all Senate committee meetings will be open meetings as specified by the Oregon Public Meetings Law and Senate legislation. We will also consider issues of confidentiality as related to committees with specific needs in this regard (and as specified in Senate legislation).

+ The Realignment of University Policies

In 2014-2015, we will begin a multi-year process, during which as many as 50-70 revised policies (mostly OAR’s, that is, “Oregon Administrative Rules”) will be sent to the Senate for consideration and approval. The policies are currently being reviewed and will be revised, as necessary, to reflect our new system of governance at both the university (UO Board of Trustees) and statewide levels (Chief Education Officer, HECC, OEIB).

+ Reform of the System of University Service
During the fall quarter of 2014, we will complete the reform of our system of university committee service, including the consideration of three pieces of returning legislation (see the links immediately below) dealing with revisions and changes in the charges and membership of five committees.

LINK: Senate Motion US13/14-41

LINK: Senate Motion US13/14-42

LINK: Senate Motion US13/14-43

Given the legislative agenda above, the upcoming academic year promises to be one of the most productive and rewarding in the history of the Senate. It presents all of us with important opportunities to work together to achieve major structural and systemic changes in our university.

During this process of transformation, your service is both needed and valued more than ever. I look forward to our work together during this time of great possibilities and hope.

All the best,

Rob
Robert Kyr
Philip H. Knight Professor of Music
President, University Senate

The Engine of the University: Shared Governance

Statement to the Board by Robert Kyr, Senate President

Summary: In his statement, Senate President Kyr makes two requests of the UO Board of Trustees. First, to appoint a "sub-committee" to work with the Senate ad hoc committee on further revisions of the Policy on the Delegation of Authority (rather than voting on June 12), especially as related to
shared governance through the system of university service (Senate Standing Committees). Second, to appoint a group of board members to work with the Senate President on a direct, ongoing basis on important matters related to shared governance, some of which are cited in his outline of the 2014-2015 Senate agenda.

The following statement was presented by Senate President Robert Kyr at the June 12, 2014 meeting of the UO Board of Trustees.

First, I would like to say thank you to each of you for all of the excellent work that you have done so far. From the Senate side, we’re so impressed. It is a huge task getting ready for July 1, and I want each one of you to know that we truly appreciate how challenging your work is at this time.

As a legislative body, we have an enormous annual agenda. In the past few years, we have accomplished more than just about any academic Senate in the country—you can look at our record—30 motions were approved in 2013-2014, and 35 in 2012-2013, which outpaces any two consecutive years of Senate activity over the past decade. [By year, the number of motions approved from 2004-2014 is: 2004-05 (8); 2005-06 (8); 2006-07 (6); 2007-08 (18); 2008-09 (8); 2009-2010 (11); 2010-11 (15); 2011-12 (11, the year of “the firing”); 2012-13 (35); 2013-14 (30).]

As you know, the Senate is comprised of five constituencies: faculty; students; Officers of Administration; Officers of Research, and Classified Staff. In fact, you’ve heard from some of our constituencies earlier today. [Statements were made by: Miriam Bolton, Chair of the Officers of Administration Council; John Ahlen, Administrative Program Specialist in International Affairs (Classified Staff); and three members of the GTFF (Graduate Teaching Fellows Union).] As Senate President, I represent all five constituencies—30,000 people. In particular, I’d like to say thank you to our three most recent University Presidents: first, to former President Richard Lariviere, then to former Interim President Robert Berdahl, and now, to current University President Michael Gottfredson for their incredible efforts to bring about the existence of this board. And I would like to thank everyone in this room who has been part of this remarkable effort, which has finally come to fruition.
Today is a momentous day in our history as we look toward July 1st, when you will take power, and we have ultimate confidence in all of you to make the right kind of difference in the future of our university. Yes, we call it *our* university—that’s how we refer to the University of Oregon—because we’re all in this together, and today I’m going to talk about ways that together, we can work to create a better future.

First, let’s consider the Policy on the Delegation of Authority that is before you for a vote today. Thank you so much for posting the revisions that you made to the policy submitted to you by the Senate’s ad hoc committee. You have a handout that consists of two documents: the Senate’s submitted version, which is in black print only and a redlined copy that we prepared, which shows the exact differences between what we submitted and what was revised by the board.

After careful consideration of the revisions, I request that you do not vote on the policy today, because we need more time to work on this together in the spirit of collaboration and shared governance. Let’s work together to create the very best foundation for this university going forward.

Please take a look at how much red print there is in the most recent version of the policy, and how many possible pathways of error there might be amidst that red ink. We need to look at this policy together, as people who are concerned about how authority is delegated. Let’s consider whether the Senate is properly represented, since it represents 30,000 people, including all of those who made public comments earlier today. Let’s ask together: “What can we do to make this the very best policy possible?” That’s our goal, because this is the standard at the University of Oregon: “How can we make this the very best policy possible? How can we accomplish this by working together?” We’re thrilled to work with you, and we look forward to achieving our common goals.

In this spirit, I would like to make a request that the board appoints two to three board members to work with our ad hoc committee in order to go forward in a way that will work well for all of us. In particular, we need to carefully consider the parts of the policy that have to do with Senate committees, which are at the very core of the huge amount of work done by the Senate on behalf of the entire university.
In regard to committees, please take a look at the second handout, which is in blue. You will see the fifty-three moving parts of our Senate committee system, which is truly the engine of the university and of shared governance. How can I make that claim? First, if you take a look at each of those committees, you will see a tier number, which indicates the level of work that each committee is doing. If it’s a tier 1 committee, then the workload commitment is sixty plus hours per year; if it’s tier 2, then it’s a medium number of hours, and if it’s tier 3, then it’s a smaller number of hours.

If you take a look at both pages of the handout, then you will see that this is an incredibly generous amount of work that is being done on a volunteer basis. Let’s call it what it is: This is magnanimous service for the university above and beyond contract. So, you have, working for this institution, which you will soon govern, a very large number of people who are dedicated on a daily basis, above and beyond their contract obligations, to making this institution one of the best in the world.

This is the engine of the university and of shared governance—fifty-three committees, each one working on a different aspect of the university, as suggested by its name. You can see the charges and memberships on our website, if you want to look into it in greater detail. This committee structure is directly related to the delegation of authority policy. For example: “Who has the authority to make the memberships and charges of the committees?” We need to clarify this so that it is in compliance with our Constitution, and our Policy on Policies, and our entire system of shared governance, which is a living reality at our university. And I say “a living reality,” because there is nothing that is more important to us than shared governance. We must have shared governance between our five constituencies, the board, and the central administration, in order for us to be the best university that we possibly can be, and that is our common goal.

The Senate agenda for 2014 – 2015 is daunting, even for the greatest legislative body of the world, much less an academic Senate. For 2014-15, consider the scope and magnitude of our agenda:

• Reform of our System of University Service — We will be completing our reform of the system of university service, that is, the infrastructure of the system governing our fifty-
three committees. I’m leading this and we are committed to making our system the strongest possible, as an exemplar of shared governance, the engine of the university.

- **“THE REALIGNMENT”**—We will be directly engaged in the realignment of at least fifty to seventy policies in collaboration with the central administration and the board—the rewriting of the OAR’s, the ORS’s, and the IMD’s. We are thrilled to do this, but you should know that usually we look at about five to seven policies per year, and in 2014-15, we will be considering ten times that number. It will take the entire summer, just to prepare for moving this legislation through the Senate.

- **OPEN COMMITTEE MEETINGS & TRANSPARENCY**—Also, through very recent legislation, we will have open committee meetings beginning on September 15, 2014, an example of the total transparency that is a hallmark of our reformed system of university service.

- **REVISIONS TO THE STUDENT CONDUCT CODE**—We will be considering revisions to the Student Conduct Code, which will be voted on as legislation in the Senate.

- **SENATE TASK FORCE TO END SEXUAL VIOLENCE AND SUPPORT SURVIVORS**—We will fully engage in issues brought to us through the Senate Task Force to End Sexual Violence and Support Survivors, which will result in recommendations for new legislation and positive, meaningful action.

- **FINE-TUNING COMMITTEES**—We will reshape and fine-tune various committees, including the IAC—the Intercollegiate Athletics Committee, an endeavor in which we are already making significant progress.

- **REDESIGNING & UPGRADING THE SENATE WEBSITE**—This summer, we are redesigning and upgrading the Senate website to make it as user-friendly as possible.

To put it mildly, it’s going to be quite a year, and we need to work directly with you on many of the aspects related to what I have just articulated. In order to foster the best possible communication, I request that the board appoints two to three board members with whom we can discuss matters directly related to the Senate. Since we only have three minutes for our report at these meetings, we need to have more direct, ongoing contact with you in a way that is ideal for all of us, including the 30,000 people who we represent.
Appointments to Faculty Personnel Committee & Undergraduate Council

<table>
<thead>
<tr>
<th>Faculty Personnel Committee</th>
<th>Education: 1</th>
<th><strong>Professor CHiXapkaid ok to serve</strong></th>
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<tr>
<td></td>
<td>Business: 1</td>
<td><strong>Steve Matsunaga ok to serve</strong></td>
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<td></td>
<td>Music &amp; Dance: 1</td>
<td><strong>Lydia Van Dreel ok to serve</strong></td>
</tr>
<tr>
<td></td>
<td>AAA: 1</td>
<td>Waiting to hear from Dean's Office</td>
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<tr>
<td></td>
<td>CAS: 2</td>
<td><strong>Patrick Bartlein &amp; Ronald Mitchell ok to serve</strong></td>
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<tr>
<th>Undergraduate Council</th>
<th>Music &amp; Dance: 1</th>
<th>Waiting to hear from Dean's Office</th>
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<tbody>
<tr>
<td>AAA</td>
<td><strong>Kassia Dellabough taking Glenda Utsey's spot for fall term only</strong></td>
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### OVERVIEW OF PENDING & NEW MOTIONS

<table>
<thead>
<tr>
<th>Motion</th>
<th>Title</th>
<th>Category</th>
<th>Senate Action</th>
<th>Current Status</th>
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<tbody>
<tr>
<td>US13/14-03</td>
<td>Administrative Advisory Group on Equity, Inclusion and Diversity</td>
<td>Legislation</td>
<td>Approved on 11/13/14</td>
<td>Pending? Waiting for VP Alex-Assensoh to decide if she wants to move forward considering Senate's addition of a vetting requirement.</td>
</tr>
<tr>
<td>US13/14-06</td>
<td>Legal Services Policy</td>
<td>Policy Proposal</td>
<td>Approved on 04/09/14</td>
<td>Drafting committee wanted to make further changes after the motion passed. No response from President Gottfredson.</td>
</tr>
<tr>
<td>US13/14-08</td>
<td>Change of membership for the NTTF Committee</td>
<td>Legislation</td>
<td>Notice Given</td>
<td>Never received motion text (sponsors: Kassia Dellabough, Rob Kyr)</td>
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<tr>
<td>US13/14-11</td>
<td>Intercollegiate Athletics Committee Confidentiality and Transparency</td>
<td>Legislation</td>
<td>Notice Given</td>
<td>Never received motion text (sponsor: Bill Harbaugh)</td>
</tr>
<tr>
<td>US13/14-12</td>
<td>An End to Subsidies for the UO Athletic Department</td>
<td>Legislation</td>
<td>Postponed until October 2014</td>
<td>Waiting until Fall Term 2014 to consider (sponsor: Bill Harbaugh)</td>
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<td>US13/14-15</td>
<td>Call for Review of Faculty Athletics Representative Performance</td>
<td>Resolution</td>
<td>Notice Given</td>
<td>Never received motion text (sponsor: Bill Harbaugh)</td>
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<tr>
<td>US13/14-19</td>
<td>Open Committee Meetings</td>
<td>Legislation</td>
<td>Approved on 04/23/14</td>
<td>Needs work over the summer to get us ready for fall term</td>
</tr>
<tr>
<td>US13/14-22</td>
<td>Senate Liaison to UO Board of Trustees</td>
<td>Legislation</td>
<td>Approved on 04/09/14</td>
<td>Senate Executive Coordinator needs to get in touch with interim General Counsel when announced.</td>
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<td>US13/14-23</td>
<td>Senate Manual</td>
<td>Legislation</td>
<td>Notice Given</td>
<td>Never received motion text (sponsor: Rob Kyr)</td>
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<td>US13/14-27</td>
<td>A Report on UO's Academic Support for Student-Athletes</td>
<td>Resolution</td>
<td>Notice Given</td>
<td>Motion text received but not considered by Senate - may need to be brought forward in the fall (sponsor: Bill Harbaugh)</td>
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<tr>
<td>US13/14-28</td>
<td>Monitoring the System of University Service</td>
<td>Legislation</td>
<td>Notice Given</td>
<td>Never received motion text (sponsor: Rob Kyr)</td>
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<tr>
<td>US13/14-31</td>
<td>Payments by Athletic Department for General Academic Purposes</td>
<td>Legislation</td>
<td>Notice Given</td>
<td>Motion text received but not considered by Senate - may need to be brought forward in the fall (sponsor: Bill Harbaugh)</td>
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<tr>
<td>US13/14-35</td>
<td>The UO Senate Award for Shared Governance, Transparency, and Trust</td>
<td>Resolution</td>
<td>Notice Given</td>
<td>Motion text received but not considered by Senate - may need to be brought forward in the fall (sponsor: Bill Harbaugh)</td>
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<td>#</td>
<td>Item Description</td>
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<tr>
<td>US14/15-01</td>
<td>Presidential Candidates and UO Constitution Legislation Notice Given</td>
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<tr>
<td>US14/15-02</td>
<td>To Amend Legal Services Policy Policy Adoption Notice Given</td>
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<tr>
<td>US14/15-03</td>
<td>Committee Requirements with Revisions, Slate 1 Legislation Notice Given</td>
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</table>

(Service Reform 2014-2015)
Review of Executive Administrators

Number:
US12/13-04

Date of Notice:
Wed, 09/26/2012

Legislation, Resolution, or Policy Adoption:
Legislation

Current Status:
Approved on 11/7/2012

Motion:
The UO Senate moves:

a) That the university should conduct regular major "360 degree" performance reviews of executive administrators, including the President, Provost, Deans, and Vice Presidents and Provosts or equivalents such as the General Counsel and Athletic Director.

b) That to accomplish this goal the Senate President will appoint an ad hoc committee of UO faculty and Senate constituents to develop a formal but flexible university policy for regular reviews. The Senate requests that President Gottfredson appoint 2 administrators or staff to this committee, and that he instruct them to cooperate with the committee on the development of an appropriate university policy.

This policy should include a regular public schedule of major "360" performance reviews of executive administrators, on a three-year cycle. The reviews should include representation on review committees by faculty and other Senate constituencies, as well as procedures to collect and incorporate input from faculty, OAs, staff, and students and other interested parties. The policy should include provisions for catchup reviews for administrators who have not had major reviews within the past three years. The reviews will be followed by summary reports to the Senate on the outcomes.

c) The committee will present a policy proposal for a Senate vote by the February meeting, to be forwarded to the administration for incorporation as an official policy.

Sponsor:
William Harbaugh, Professor Economics

Related Documents:
02/12/2014 Report from Senate President Margie Paris on US12/13-03: Faculty Input into Hiring Executive Administrators and US12/13-04: Review of Executive Administrators
(http://senate.uoregon.edu/sites/senate.uoregon.edu/files/Report%20on%20Hiring%20and%20Review%20of%20Executive%20Administrators.pdf)

Attachment: Draft Report and Recommendation from Ad Hoc Committee
(http://senate.uoregon.edu/sites/senate.uoregon.edu/files/Draft%20Report%20and%20Recommendation%20on%20Hiring%20Policy.pdf)

Legislative History:
Motivation: The UO currently has a number of senior administrators who have been appointed without systematic faculty input, and/or who have served for long periods of time without performance reviews that incorporate input from the faculty or other Senate constituencies. Policies for faculty input into searches and performance reviews are common at other universities. Regular "360 degree" performance reviews are a basic good management practice. UO policies on these matters, to the extent they can be found, are conflicting and incomplete. These two motions aim to regularize these policies for UO.
Policy on Review of Academic Executive Administrators

Preamble:

Administrators holding academic appointments, as well as those whose responsibilities primarily entail oversight of academic matters, should undergo university-wide reviews every five years, in addition to the annual reviews conducted by their supervisors. Such reviews should include consideration of confidential information solicited from a broad range of faculty and other constituencies affected by the actions of the administrator.

Policy Statement:

I. Introduction

Each administrator covered by this policy will have a comprehensive performance review at the outset of the fifth year of service and at five year intervals thereafter. The President will undertake reviews of the Senior Vice President and Provost. The Senior Vice President and Provost will undertake reviews of all other academic administrators.

II. Covered Administrators

Academic administrators covered by this policy are as follows:

- Vice President for Equity and Inclusion
- Vice President for Research and Innovation
- Senior Vice Provost for Academic Affairs
- Vice Provost for Academic Affairs
- Vice Provost for International Affairs
- Vice Provost for Graduate Studies
- Vice Provost for Undergraduate Studies
- Faculty Athletics Representative
- Deans:
  - Clark Honors College
  - College of Arts and Sciences
  - College of Education
  - Graduate School
  - Lundquist College of Business
  - School of Architecture and Allied Arts
  - School of Journalism and Communication
  - School of Law
  - School of Music and Dance
  - University Libraries

Note that some members of the Committee on Review of Executive Administrators would include the following additional administrators:
III. Process

A. Review Committee

Upon learning from a covered administrator that service beyond the fifth year is desired, at the beginning of the fifth year of service a review committee will be appointed by the President or the Senior Vice President and Provost to conduct the review.

The review committee will include statutory faculty, who will hold the majority of membership positions. Depending on the administrator’s portfolio, the review committee also will include other constituent groups (officers of administration, students, classified staff, and career non-tenure-track research faculty), deans, other members of the University community, and external constituencies. No fewer than six members of the statutory faculty will be appointed to the review committee, at least three of whom will come from a unit not reporting to the administrator under review. The Senate President, President’s Faculty Advisory Council, and other relevant advisory bodies will nominate potential six members of the statutory faculty for consideration, and the chair(s) of the President’s Faculty Advisory Committee (FAC) will nominate two. At least fifty percent of the review committee’s statutory faculty members will be selected from those lists. The Senate President and FAC chair(s) also may be asked to nominate members of other constituent groups.

The review committee will embody a diversity of backgrounds and ranks.

Review committee members will be clearly identified on a website, along with their contact information.

B. Administrator’s Personal Statement and Job Description

The administrator under review will submit a current vita and a personal statement. The personal statement should include objectives, initiatives, accomplishments, challenges, contributions to institutional equity and inclusion and ideas plans for the next term.

The review committee will have access to the administrator’s job description.

C. Administrator’s Letter of Waiver / Non-Waiver

The administrator under review decides whether to retain the right of access to the review file or to waive access. The administrator’s letter of waiver or of non-waiver will be obtained before the review committee begins to solicit input.
D. Review Committee’s Solicitation of Input Information

The review committee will solicit information on the administrator’s performance input broadly from the university community. Where appropriate, the review committee also will solicit input from external constituencies. In addition, the administrator under review may submit his or her own list of people who will be consulted for input.

The review committee will use effective means to collect input information by various means, including, where appropriate, electronic surveys, letters soliciting opinions, focus groups, and one-on-one interviews. Survey responses, letters, and other input information about the administrator’s performance will be provided directly to the review committee.

The administrator’s decision to waive or retain access to the review file will be explained to those from whom input information is sought. If the administrator waives access, the review committee will seek candid and confidential input by explaining that only a summary of input comments, without identifying features, will be provided to the administrator under review. If the administrator does not waive access, the review committee must explain that individual input full information will be available to the administrator.

E. Campus Presentation

Reviews of the Senior Vice President and Provost and of deans of academic units will involve a public presentation by the administrator under review. Public presentations may also be appropriate during reviews of other administrators. In the presentation, the administrator will address goals, achievements, and aspirations.

F. Report of the Review Committee

The review committee will submit its report to the President or the Senior Vice President and Provost, as appropriate. Oregon law governs the confidentiality of the report. An administrator under review—particularly if that person is the Senior Vice President and Provost or an academic dean—will be encouraged by his or her supervisor to share the contents of the review report with appropriate constituencies.
1. Committee Charge

The UO Senate adopted two motions that were referred for further work to an ad hoc Committee on Review of Executive Administrators:

- Faculty Input into Hiring Executive Administrators [No. US12/13-03]; and

Those motions are attached to this Report.

The committee was charged with the responsibility of recommending policies that answer the call of the two motions.

2. Committee Membership and Methods

Committee members were Doug Blandy, Bill Harbaugh, Rob Kyr, Julie Newton, and Margie Paris.

The committee met periodically throughout January, February, and early March. It gathered information about current UO hiring and administrator review processes. It also investigated processes employed by similar higher education institutions. President Michael Gottfredson supplied the committee with a draft review policy, dated December 11, 2012, entitled “Review Procedures for Academic Deans, Vice Provosts, and Vice Presidents with Academic Appointments,” with an attached list of the personnel to be covered by such a policy. Also among the information the committee considered was a Memorandum from President Gottfredson to his Executive Leadership Team, dated January 18, 2013. The Memorandum establishes the President’s expectation that each UO employee, including senior administrators, will be reviewed annual by the appropriate supervisor. Attached to the Memorandum are a form entitled “Performance Review for Senior Administrators” and an organizational chart of the President’s Office. Both of these documents, with attachments, are appended to this Report.

3. Committee Report

The committee supports the adoption of formal policies that ensure meaningful faculty input into the hiring of administrators and into periodic reviews of such administrators. It notes that President Gottfredson also is supportive of faculty input into these processes.
With respect to the hiring of administrators, important general principles that should be embodied in the policy are as follows:

- Faculty and other constituencies should participate meaningfully in the hiring of administrators holding academic appointments, as well as those whose responsibilities extend to academic matters as commonly understood in higher education [a list of pertinent administrators is included in the policy recommended in Part 4(a), below];
- UO statutory faculty, as defined in the UO Constitution, should comprise the majority of hiring committees;
- Other constituent groups (officers of administration, students, classified staff, and career non-tenure-track research faculty) should be represented insofar as their participation is appropriate to the position being hired, as should deans, other members of the University community, and external constituencies;
- The University President, the Senate President, and the President’s Faculty Advisory Council [FAC] should collaborate to select hiring committee members, with the Senate President and the FAC each providing the University President with a list of names from which a specified number of members will be chosen;
- There should be a diversity of backgrounds and ranks on hiring committees;
- Hiring committee members should be clearly identified on a website, along with their contact information;
- The hiring process should be as open as practicable, and, whenever possible, finalists should make public presentations; and
- Whenever possible, the hiring committee should solicit input on the candidates from appropriate constituencies.

With respect to the review of administrators, important general principles that should be embodied in the policy are as follows:

- Administrators holding academic appointments, as well as those whose responsibilities extend to academic matters as commonly understood in higher education [a list of pertinent administrators is included in the policy recommended in Part 4(b), below], should undergo university-wide reviews every five years, in addition to the annual reviews conducted by their supervisors;
- Supervisors are encouraged to solicit frequent feedback about administrators, and in any event they should solicit broad feedback during annual reviews, after consulting with the Senate President about the level of interest in submitting feedback;
- Faculty and other constituencies should participate meaningfully in university-wide reviews of administrators, and these reviews should be conducted by review committees;
D R A F T

- UO statutory faculty, as defined in the UO Constitution, should comprise the majority of review committees;
- Other constituent groups (officers of administration, students, classified staff, and career non-tenure-track research faculty) should be represented insofar as their participation is appropriate to the position being reviewed, as should deans, other members of the University community, and external constituencies;
- The University President, the Senate President, and the President’s Faculty Advisory Council [FAC] should collaborate to select review committee members, with the Senate President and the FAC each providing the University President with a list of names, from which a specified number of members will be chosen;
- There should be a diversity of backgrounds and ranks on review committees;
- Review committee members should be clearly identified on a website, along with their contact information;
- Review committees should solicit broad input – including confidential input – from appropriate constituencies; and
- Review processes will conform to Oregon laws concerning the confidentiality of personnel matters, but administrators undergoing university-wide reviews should be encouraged to share the contents of their reviews with appropriate constituencies.

4. Committee Recommendation

The committee recommends the adoption of the following policies:

(a) Policy on Hiring of Executive Administrators

I. Introduction

Each administrator covered by this policy will be hired through a process of meaningful participation by faculty and other constituents as appropriate to the position.

II. Covered Administrators

Administrators covered by this policy are as follows:

- Senior Vice President and Provost
- Vice President for Equity and Inclusion
- Vice President for Research and Innovation
- Senior Vice Provost for Academic Affairs
- Vice Provost for Academic Affairs
- Vice Provost for International Affairs
• Vice Provost for Graduate Studies
• Vice Provost for Undergraduate Studies
• Deans:
  o Clark Honors College
  o College of Arts and Sciences
  o College of Education
  o Graduate School
  o Lundquist College of Business
  o School of Architecture and Allied Arts
  o School of Journalism and Communication
  o School of Law
  o School of Music and Dance
  o University Libraries

Note that some members of the Committee on Review of Executive Administrators would include the following additional administrators:

• General Counsel
• Vice President for Student Affairs
• Director of Intercollegiate Athletics
• Faculty Athletics Representative

III. Process

A. Hiring Committee

Upon learning of a position vacancy or the creation of a new position at the level of Vice President or Provost, the University President, the Senate President, and the President’s Faculty Advisory Council [FAC] will collaborate to determine whether to hire a search firm and to select hiring committee members, with the Senate President and the FAC each providing the University President with a list of names from which a specified number of members will be chosen. For positions reporting to the Provost or the Senior Vice Provost for Academic Affairs, the Provost and the Senate President will collaborate to select hiring committee members, with the Senate President providing the Provost with a list of names from which a specified number of members will be chosen.

UO statutory faculty, as defined in the UO Constitution, will comprise the majority of hiring committees.

Other constituent groups (officers of administration, students, classified staff, and career non-tenure-track research faculty) will be represented insofar as their participation is appropriate to the position being hired, as should deans, other members of the University community, and external constituencies.
There will be a diversity of backgrounds and ranks on hiring committees. Hiring committee members will be clearly identified on a website, along with their contact information.

B. Administrator’s Position Description and Application Call

The University President or Provost will provide a position description and draft of the application call to the hiring committee for review before the position opening is posted. The hiring committee will solicit feedback from appropriate constituents and make recommendations for revision in the materials as needed. The hiring committee will recommend a search structure and timeline appropriate to the position. Searches may be posted with deadlines or remain open until filled.

Typically, the process will require applicants to submit a current vita, references, and letter of application, including suitability for the position, personal objectives, summary of accomplishments, management style, vision for the unit, and ideas for accomplishing the vision.

The hiring committee will review applications in a timely manner, narrowing the pool to a selection of semi-finalists for vetting before determining a small number of finalists for interviews.

Typically, finalists will make public presentations and meet with constituent groups.

C. Confidentiality

Although the hiring process will be as open as practicable, applicant information will remain confidential. References will be contacted when permission is obtained from candidates. When finalists are announced, candidates’ letters of application, CVs, references, and other materials as appropriate will be made available on a public web site. If possible, candidates’ public presentations will be video recorded and posted for viewing on the website.

D. Hiring Committee’s Solicitation of Input

The hiring committee will solicit input broadly from the university community. Where appropriate, the hiring committee also will solicit input from external constituencies.
The hiring committee will use effective means to collect input, including, where appropriate, letters soliciting opinions, group meetings with finalists, and one-on-one interviews.

E. Report of the Hiring Committee

The hiring committee will recommend final candidates to the university President or Provost, as appropriate, with a summary report of each candidate's strengths and weaknesses, as well as of constituents' and references' opinions.

Oregon law governs the confidentiality of the report.

IV. Processes for Interim Searches

For an interim search, the goal is to quickly identify a short list of candidates and make an appointment informed by input from the university community to the extent practicable. The University President or Provost will consult with the Hiring Committee, the Senate President, and the President's Faculty Advisory Council to identify candidates, taking into consideration the principles detailed above and inviting campus input before making the appointment in a timely manner.

(b) Policy on Review of Executive Administrators

I. Introduction

Each administrator covered by this policy will have a comprehensive performance review at the outset of the fifth year of service and at five year intervals thereafter. The President will undertake reviews of the Senior Vice President and Provost. The Senior Vice President and Provost will undertake reviews of all other administrators.

II. Covered Administrators

Administrators covered by this policy are as follows:

- Senior Vice President and Provost
- Vice President for Equity and Inclusion
- Vice President for Research and Innovation
- Senior Vice Provost for Academic Affairs
- Vice Provost for Academic Affairs
- Vice Provost for International Affairs
- Vice Provost for Graduate Studies
- Vice Provost for Undergraduate Studies
- Deans:
Note that some members of the Committee on Review of Executive Administrators would include the following additional administrators:

- General Counsel
- Vice President for Student Affairs
- Director of Intercollegiate Athletics
- Faculty Athletics Representative

III. Process

A. Review Committee

Upon learning from a covered administrator that service beyond the fifth year is desired, at the beginning of the fifth year of service a review committee will be appointed by the President or the Senior Vice President and Provost to conduct the review.

The review committee will include statutory faculty, who will hold the majority of membership positions. Depending on the administrator’s portfolio, the review committee also will include other constituent groups (officers of administration, students, classified staff, and career non-tenure-track research faculty), deans, other members of the University community, and external constituencies. No fewer than six members of the statutory faculty will be appointed to the review committee, at least three of whom will come from a unit not reporting to the administrator under review. The Senate President will nominate six members of the statutory faculty for consideration, and the chair(s) of the President’s Faculty Advisory Committee [FAC] will nominate two. At least fifty percent of the review committee’s statutory faculty members will be selected from those lists. The Senate President and FAC chair(s) also may be asked to nominate members of other constituent groups.

The review committee will embody a diversity of backgrounds and ranks.
reviews of other administrators. In the presentation, the administrator will address goals, achievements, and aspirations.

F. Report of the Review Committee

The review committee will submit its report to the President or the Senior Vice President and Provost, as appropriate. Oregon law governs the confidentiality of the report. An administrator under review – particularly if that person is the Senior Vice President and Provost or an academic dean – will be encouraged by his or her supervisor to share the contents of the review report with appropriate constituencies.
Faculty Input into Hiring Executive Administrators

Number:
US12/13-03

Date of Notice:
Wed, 09/26/2012

Legislation, Resolution, or Policy Adoption:
Legislation

Current Status:
Approved on 11/7/2012

Motion:
The UO Senate moves:

a) That the UO faculty and Senate should have input into the hiring of executive administrators, including the Provost, Deans, and Vice Presidents and Provosts or equivalents such as the General Counsel and Athletic Director. This input should be a part of regular searches, interim appointments, and “special assistant to the provost” TRP type appointments.

b) That to accomplish this goal the Senate President will appoint an ad hoc committee of UO faculty and Senate constituents to develop a formal but flexible university policy that includes representation on search committees and where appropriate public presentations to the relevant constituents and the university community. The Senate requests that President Gottfredson appoint 2 administrators or staff to this committee, and that he instruct them to cooperate with the committee on the development of an appropriate university policy.

c) The committee will present a policy proposal for a Senate vote by the February meeting, to be forwarded to the administration for incorporation as an official policy.

Sponsor:
William Harbaugh, Professor Economics

Related Documents:

02/12/2014 Report from Senate President Margie Paris on US12/13-03: Faculty Input into Hiring Executive Administrators and US12/13-04: Review of Executive Administrators
(http://senate.uoregon.edu/sites/senate.uoregon.edu/files/Report%20on%20Hiring%20and%20Review%20of%20Executive%20Administrators.pdf)

Attachment: Draft Report and Recommendation from Ad Hoc Committee (http://senate.uoregon.edu/sites/senate.uoregon.edu/files/Draft%20Report%20and%20Recommendation%20on%20Hiring%20Policy.pdf)

Legislative History:

Motivation: The UO currently has a number of senior administrators who have been appointed without systematic faculty input, and/or who have served for long periods of time without performance reviews that incorporate input from the faculty or other Senate constituencies. Policies for faculty input into searches and performance reviews are common at other universities. Regular “360 degree” performance reviews are a basic good management practice. UO policies on these matters, to the extent they can be found, are conflicting and incomplete. These two motions aim to regularize these policies for UO.
Policy on Hiring of Academic Executive Administrators

Reason for Policy:

Faculty and other constituencies should participate meaningfully in the hiring of administrators holding academic appointments, as well as those whose responsibilities are primarily academic.

Policy Statement:

I. Introduction

Each academic administrator covered by this policy will be hired through a process of meaningful participation by faculty and other constituents as appropriate to the position.

II. Covered Administrators

Administrators covered by this policy are as follows:

- Senior Vice President and Provost
- Vice President for Equity and Inclusion
- Vice President for Research and Innovation
- Senior Vice Provost for Academic Affairs
- Vice Provost for Academic Affairs
- Vice Provost for International Affairs
- Vice Provost for Graduate Studies
- Vice Provost for Undergraduate Studies
- Deans:
  - College of Arts and Sciences
  - College of Education
  - Graduate School
  - Lundquist College of Business
  - School of Architecture and Allied Arts
  - School of Journalism and Communication
  - School of Law
  - School of Music and Dance
  - University Libraries

Note that some members of the Committee on Review of Executive Administrators would include the following additional administrators:

- General Counsel
- Vice President for Student Affairs
- Director of Intercollegiate Athletics
- Faculty Athletics Representative
III. Process

A. Hiring Advisory Committee

Upon learning of a position vacancy or the creation of a new position at the level of Vice President or Provost, the University President, the Senate President, and the President’s Faculty Advisory Council [FAC] will collaborate to determine whether to hire a search firm and to select hiring committee members, with the Senate President and the FAC each providing the University President with a list of names from which a specified number of members will be chosen. For positions reporting to the Provost or the Senior Vice Provost for Academic Affairs, the Provost and the Senate President will collaborate to select hiring committee members, with the Senate President providing the Provost with a list of names from which a specified number of members will be chosen. Hiring advisory committees for the above positions will be constituted by the President in the case of the Provost and Senior Vice President, and by the Provost in other cases after soliciting nominations from the Senate President, President’s Faculty Advisory Council, and other relevant advisory bodies. UO statutory faculty, as defined in the UO Constitution, will comprise the majority of the members of hiring advisory committees.

Other constituent groups (officers of administration, students, and classified staff, and career non-tenure-track research faculty) will be represented insofar as their participation is appropriate to the position being hired, as should deans, other members of the University community, and external constituencies.

There will be a diversity of backgrounds and ranks on hiring advisory committees.

Hiring advisory committee members will be clearly identified on a website, along with their contact information.

B. Administrator’s Position Description and Application Call

The University President or Provost will provide a position description and draft of the application call to the hiring advisory committee for review before the position opening is posted. The hiring advisory committee will solicit feedback from appropriate constituents and make recommendations for revision in the materials as needed. The hiring advisory committee will recommend a search structure and timeline appropriate to the position. Searches may be posted with deadlines or remain open until filled.

Typically, the process will require applicants to submit a current vita, references, and letter of application, including suitability for the position, personal objectives, summary of accomplishments, management style, contributions to equity and inclusion, vision for the unit, and ideas for accomplishing the vision.
The hiring advisory committee will review applications in a timely manner, narrowing the pool to a selection of semi-finalists to be evaluated for vetting before determining a small number of finalists for interviews.

Typically, finalists will make public presentations and meet with constituent groups. Candidates for Senior Vice President and Provost and for dean of academic units will make a public presentation. Public presentations may also be appropriate during interviews of other administrators.

C. Confidentiality

Although the hiring process will be as open as practicable, applicant information will remain confidential. References will be contacted when permission is obtained from candidates. When finalists are announced, candidates' letters of application, CVs, references, and other materials as appropriate will be made available on a public web site. If possible, candidates' public presentations will be video recorded and posted for viewing on the website.

D. Hiring Advisory Committee’s Solicitation of Input

The hiring advisory committee will solicit input broadly from the university community. Where appropriate, the hiring advisory committee also will solicit input from external constituencies.

The hiring advisory committee will use effective various means to collect input relevant information, including, where appropriate, letters soliciting opinions, group meetings with finalists, and one-on-one interviews.

E. Report of the Hiring Advisory Committee

The hiring advisory committee will recommend final candidates to the university President or Provost, as appropriate, with a summary report of each candidate's strengths and weaknesses, as well as of constituents' and references' opinions.

Oregon law governs the confidentiality of the report.

IV. Processes for Interim Searches

For an interim search, the goal is to quickly identify a short list of candidates and make an appointment informed by input from the university community to the extent practicable. The University President or Provost will consult with the Hiring Committee, the Senate President, and the President's Faculty Advisory Council to identify candidates, taking into consideration the principles detailed above and inviting campus input before making the appointment in a timely manner.
Policy Title: Employee Morale-Building Event Expenditures

Responsible University Office:

University Office: Office of the Senior Vice President and Provost

Office Website URL: http://provost.uoregon.edu/

Policy Owner: Kathy Warden

Email: kathyw@uoregon.edu

Phone: (541)346-3531

DATE: May 1, 2014

Policy Concept Form: The policy concept form was approved by the Senior Vice President and Provost on the following date: July 17, 2012

NOTE: Policy development may not proceed until the policy concept has been approved.

Preamble:
In order for the University of Oregon to build employee morale and also remain fiscally responsible, the university has adopted the following policy regarding expenses for employee morale-building events.

Reason for Policy:
This Policy Statement’s purpose is to state the amount of university funds allowed for expenses incurred by a University of Oregon (UO) unit for employee morale-building activities.

Definitions:

Alcoholic Beverages: Beer, wine, or any beverage containing distilled spirits.

Employee in Good standing: An employee who has no disciplinary actions or sanctions against them when leaving their UO position.

Farewell Event: Event honoring an employee who is leaving a university unit for an internal position, or leaving the university but not given the retired status by Human Resources. The employee must have been employed at least five years in the position he or she is leaving.

Light Refreshments: Light refreshments include coffee and other beverages, snacks, hors d’oeuvres, pastries, cookies, crackers, chips, fruit, etc.
**Meal:** A catered or restaurant-provided breakfast, lunch, or dinner. Groceries and beverages purchased for an event may also be charged as a meal/meals. Note that under current university guidelines, pizza is considered a Meal.

**Service Awards:** Cash or non-cash awards to honor length of service (including farewell) or retirement. ([http://www.ous.edu/dept/cont-div/fpm/hr-57-200#.700](http://www.ous.edu/dept/cont-div/fpm/hr-57-200#.700)).

**Retired UO Employee:** An employee who indicates he/she is retired and is eligible, either by age or years of service, to take a distribution from a UO retirement program.

**Retirement Event:** Event honoring a retired UO employee. The employee must have been employed for a minimum of five years at the University of Oregon.

**University funds:** Includes education, general, and Foundation funds. There are policy restrictions associated with education and general funds. See OUS Employee Recognition Awards policy ([http://www.ous.edu/dept/cont-div/fpm/hr-57-200#.700](http://www.ous.edu/dept/cont-div/fpm/hr-57-200#.700)).

**University unit:** A University of Oregon college, school, department, office, center or any other organization within the institution.

**Policy Statement:**

The university may pay for or reimburse costs for meals or light refreshments associated with official employee morale-building and appreciation activities that serve a university business purpose. Examples of such occasions include a gathering to honor a departing employee who is retiring or who is separating from employment with the university after at least 5 years of service, employee recognition receptions, annual faculty/staff picnics, new employee receptions, and holiday gatherings.

Under no circumstances may university funds be used for occasions such as employee birthdays, weddings, anniversaries, farewell gatherings (excluding celebrations for retirement or farewell events defined in this policy) or other occasions of a personal nature.

Two annual university events are held for 1) years of service recognition and for 2) retirement recognition. The Human Resources department is responsible for organizing the annual events and for ensuring employees are recognized. University units may also honor qualifying employees in a separate retirement event and must adhere to the standards set in this policy.

**Fund restrictions:**

Education and General Funds (BANNER Fund Type 11) may not be used to provide refreshments or facilities for voluntary social events, either off-site or on-site, such as retirement or farewell celebrations. However, other University funds may be used for those expenses and must adhere to the standards set in this policy.
Allowances for food and facilities:

The maximum per-person expenditures for meals furnished by the university at a morale-building event may not exceed per diem amounts found at http://ba.uoregon.edu/staff/travel-reimbursement#Meals:

- Breakfast per diem
- Lunch per diem
- Dinner per diem
- Light refreshments $10.00

The maximum per-person expenditures listed above include the cost of the food and beverages, labor, delivery charges, and other service fees. If a reception before a meal includes beverages and hors d’oeuvres, the combined charges for the reception and the meal should be treated as a single event for purposes of calculating per person costs.

The costs of room rental, room setup fees, media rental, decorations, etc., are not included in the per-person costs. However, these costs shall be held to a minimum and not exceed $1,000.

Allowance for Retirement or Farewell Gifts (Non-Cash)

- An item of tangible personal property may be presented to an employee upon his or her retirement or farewell.
- An employee retiring must have been employed at the university for a minimum of five years and designated retired by Human Resources.
- In the event that a unit would like to give a farewell gift to an employee leaving the unit but not retiring, the employee must have been in the position they are leaving for a minimum of five years.
- The employee must be in good standing when leaving the university or unit.
- If using Education and General Funds (BANNER Fund Type 11), the maximum value of a gift is $50. If multiple gifts are given, the maximum spent for all gifts is not to exceed $50.
- If using other than Education and General Funds (BANNER Fund Type 11), the maximum value of a gift is $400. If multiple gifts are given, the maximum sum spent for all gifts is not to exceed $400.
- The gift must be awarded as part of a meaningful ceremony, and should not be determined based on an employee’s classification.
- If the non-cash gift is existing university property (e.g., an office chair) then BAO Surplus Property must be consulted prior to gifting.

Under no circumstances are university funds allowed for gift expenditures in connection with birthdays, weddings, anniversaries, holidays, graduations and other occasions of a personal nature.

As per the OUS Employee Recognition Awards policy (http://www.ous.edu/dept/cont-div/fpm/hr-57-200#700),

- Cash and non-cash awards are not included in the employee’s base salary.
- Employee(s) may receive a cash or a non-cash award, or a combination of the two.
• Cash awards are processed through the payroll system and are subject to taxation as income.
• Non-cash awards valued under $400 are excluded from taxation. The $400 limitation is an annual exemption for a single employee each calendar year.

Responsibilities:

Department Heads (or equivalent authority) have the authority to approve the reimbursement of meals, light refreshments, and other expenses permitted under this policy. Approval responsibility includes:
• Ensuring that expenditures for meals, light refreshments, and related expenditures comply with university policy and fund source restrictions.
• Ensuring that appropriate documentation is provided to substantiate such expenditures.
• Ensuring that procedures for hosting events with alcohol are followed.

University department heads must ensure that expenditures are in alignment with the university's priorities, mission, and the guidelines set forth in this policy. If the cost of the event exceeds the maximum amounts set by these standards and an exception to this policy wasn't obtained prior to the event, the excess amount is the responsibility of the unit organizing the event and should be collected by “passing the hat” to employees. Any excess amount without a prior exception approval will not be approved for payment with any UO funds.

Exclusions and Special Situations:

Exception requests to the per-person maximum rates may be submitted to the Office of the Senior Vice President and Provost by the approving department head. Any request for approval of an exception to the per-person maximum rates must include a written justification for the expenditure and submitted at least two weeks prior to the event. The request must document circumstances which are unavoidable or necessary to accomplish a university business purpose. The fact that costs will exceed the authorized rate is not in itself justification for the higher reimbursement rate.

Exceptions must be approved by the Senior Vice President and Provost or the President and may not be delegated except when the Senior Vice President and Provost or the President is absent due to business travel, vacation, illness, or other leave.

Procedures:

All standards set by the university must be met when including alcohol service at an event. Permission for serving alcohol beverages at any event held on UO owned or leased property must be obtained prior to the event. For more information on serving alcohol at events, see the Office of Risk Management’s Procedures for Hosting Events with Alcohol (http://orm.uoregon.edu/content/procedures-hosting-events-alcohol).

Forms/Instructions/Regulations:
Who is Governed by this Policy:
(Please mark all that apply by double clicking on box)
☑ Faculty
☑ Officers of Administration
☐ Students
☑ Staff
☐ Other: ______

Who Should Know this Policy:
University of Oregon employees.

Cross Reference to Related Policies:
OUS Employee Recognition Awards (http://www.ous.edu/dept/cont-div/fpm/hr-57-200-700)
Non-travel Meals, Refreshments, and Hospitality Expenses (http://www.ous.edu/dept/cont-div/fpm/genl-56-100)

Related Documents:

Frequently Asked Questions:

Revision/Development History:
2010 – Executive Leadership Team (ELT) put cap of $2000 on retirement party and gift for UO retirees for employees of lengthy service.

Organizational Category:
(Please mark only one by double clicking on box)

☑ Administration and Governance
☑ Academic and Curricular
☑ Human Resources
☐ Facilities
☐ Students
☐ Finance and Business Affairs
☐ University Relations
☐ Health and Safety
☐ Research
☐ Information Technology
☐ General
POLICY CONSULTATION AND REVIEW

Consultation and review by the following individuals or groups:

Vice President or Sr. Vice Provost of:

Randy Geller approved via email of 4/6/14

General Counsel

Senior Vice President and Provost

Date: 5-1-14

University of Oregon Senate President

Date:

Click here to add Name or Group

APPROVED BY:

President or Designee

Signature

Date

POLICY EFFECTIVE DATE: 

ASSIGNED POLICY NUMBER: 

Policy Statement Development Form – (12/16/2011)
Initial Recommendations for Immediate Action:

Senate Task Force to Address Sexual Violence and Survivor Support

To: Scott Coltrane, Interim University President
From: Robert Kyr, University Senate President
RE: "Initial Recommendations for Immediate Action" from the Senate Task Force to Address Sexual Violence and Survivor Support

With this email, I am sending the initial recommendations for immediate action from the Senate Task Force to Address Sexual Violence and Survivor Support, which were unanimously approved at its September 8th meeting.

As you know, the task force has worked tirelessly throughout the summer to formulate its first round of recommendations, which require immediate action prior to the beginning of the coming academic year. I have attached the recommendations as a PDF file, but the materials may also be accessed through the Senate website where they have been posted for our campus community and the general public. Please note that all of the supporting materials are linked to the cover letter from the task force, which is printed below and is the first page of the PDF file as well.

As we have discussed previously, the final report of the task force, including the recommendations required by its charge, will be given at the University Senate meeting on October 22, 2014. Following this presentation, Senators and the campus community will have the opportunity to suggest possible revisions for a
two-week period. After an open public discussion at the November 5th Senate meeting, the final report will be sent to you by the end of the week.

In writing to you today, I would like to commend the entire task force--and especially Carol Stabile and Randy Sullivan, co-chairs--for the time, energy, and hard work that they have devoted to formulating these initial recommendations for immediate action, which are greatly needed at this challenging and important time, as well as for the future.

Sincerely,

Robert Kyr
University Senate President

---------------------------------------------------------------------

To: Scott Coltrane, Interim University President

From: Senate Task Force to Address Sexual Violence and Survivor Support

RE: Initial Recommendations for Immediate Action

Dear Interim President Coltrane,

As you know, the Senate Task Force to Address Sexual Violence and Survivor Support has been meeting since July 2014. While we are still working with various administrators to acquire data and information that is vital to our charge, we have already identified some items for immediate. In accordance with Senate legislation, we will submit our final report at the October 22nd University Senate
meeting.

Below, please find our initial recommendations for immediate action. We are submitting these recommendations to you now because they are urgent and we believe that they must be implemented before September 29th, the first day of classes of the new academic year.

Using “Not Alone: The First Report of the White House Task Force to Protect Students from Sexual Assault” as a guide, we have identified six items (please see below) as best practices that have been or are being adopted throughout the nation.

After serious discussion, the Senate Task Force to Address Sexual Assault and Survivor Support voted unanimously in support of the recommendations below at our September 8th meeting. We urgently request that all of these recommendations be implemented no later than September 29th, 2014, except for 4a and 4b, both of which need to be received by all teaching faculty, including GTFs, no later than September 22nd, 2014:

1. **Emergency Fund for Survivor Support and Prevention**: UO should establish a discretionary fund for survivor support and prevention ($10,000) to be administered by the Sexual Violence Response & Support Services Coordinator. This amount would be reviewed at the end of FY 2014 by the University Senate,
discussions of sexual violence in classrooms (draft included). This message has been reviewed by CoDaC, the Teaching Effectiveness Program, the Office of Equity and Inclusion, and faculty members from the Department of Women’s and Gender Studies. Implementation: no later than September 22nd, 2014.

5. **Anonymous Reporting:** The UOPD “anonymous” reporting form currently is tracking IP addresses. UOPD should immediately stop tracking IP addresses. Our final report will include additional recommendations addressing concerns about reporting. Implementation: no later than September 29th, 2014.

For your convenience, we offer the following links to further important resources:

- [Not Alone](#)
- [Title IX](#)
- [Clery Act](#)
- [University of Oregon resources](#)
- [The website of the Senate Task Force to Address Sexual Violence and Survivor Support](#)

Respectfully submitted,

Carol Stabile, Professor (Journalism; Women’s and Gender Studies);

Randy Sullivan, Senior Instructor (Chemistry; Biochemistry);

Co-Chairs, Senate Task Force to Address Sexual Violence and Survivor Support
Task Force to Address Sexual Violence and Survivor Support

Announcement to the University Senate and UO Campus by Robert Kyr, Senate President

I am writing in order to give you an update regarding the Senate’s Task Force to Address Sexual Violence and Survivor Support.

On May 14, 2014, the task force was formed through legislation, which directs it to “study the strengths and limitations of the university’s response to recent incidents of sexual violence, and based on those assessments, to initiate sustained, proactive changes aimed at ending sexual violence and supporting survivors of sexual violence.” The complete text of the legislation may be accessed through this link: 

Senate motion US13/14-52

As authorized by the legislation, I formed the task force, which elected its co-chairs—Carol Stabile and Randy Sullivan. The membership of the task force is as follows:

<table>
<thead>
<tr>
<th>Member</th>
<th>Title</th>
<th>Contact</th>
<th>Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Espinoza</td>
<td>Officer of Administration Senator; Assistant Director, Testing Center</td>
<td><a href="mailto:espinoza@uoregon.edu">espinoza@uoregon.edu</a></td>
<td></td>
</tr>
<tr>
<td>Jennifer Freyd</td>
<td>Statutory Faculty Senator; Professor (Psychology)</td>
<td><a href="mailto:jif@uoregon.edu">jif@uoregon.edu</a></td>
<td></td>
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<tr>
<td>Randy Sullivan</td>
<td>Statutory Faculty Senator; Lecture Demonstrator (Chemistry)</td>
<td><a href="mailto:smrandy@uoregon.edu">smrandy@uoregon.edu</a></td>
<td>Co-Chair</td>
</tr>
<tr>
<td>Name</td>
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<tr>
<td>Jane Brubaker</td>
<td>Trades/Maintenance Coordinator (Campus Operations)</td>
<td><a href="mailto:jbru@uoregon.edu">jbru@uoregon.edu</a></td>
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</tr>
<tr>
<td>Ibrahim Gassama</td>
<td>James O. &amp; Alfred T. Goodwin Senior Faculty Fellow; Professor (Law)</td>
<td><a href="mailto:igassama@uoregon.edu">igassama@uoregon.edu</a></td>
<td></td>
</tr>
<tr>
<td>Jocelyn Hollander</td>
<td>Professor and Department Head (Sociology)</td>
<td><a href="mailto:jocelynh@uoregon.edu">jocelynh@uoregon.edu</a></td>
<td></td>
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<tr>
<td>Andrew Lubash</td>
<td>Student Senator in the ASUO Senate; Truman Scholar; Undergraduate Student (Political Science)</td>
<td><a href="mailto:lubash@uoregon.edu">lubash@uoregon.edu</a></td>
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<tr>
<td>Cheyney Ryan</td>
<td>UO Professor Emeritus (Philosophy and Law); Senior Research Fellow, Merton College, Oxford University</td>
<td><a href="mailto:cryan@uoregon.edu">cryan@uoregon.edu</a></td>
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**Nominees Recommended by UO-CESV**

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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Amanda Marshall</td>
<td>United States Attorney for the District of Oregon</td>
<td><a href="mailto:amanda.marshall@usdoj.gov">amanda.marshall@usdoj.gov</a></td>
</tr>
<tr>
<td>Carly Smith</td>
<td>Graduate Teaching Fellow and Graduate Student (Psychology)</td>
<td><a href="mailto:carlys@uoregon.edu">carlys@uoregon.edu</a></td>
</tr>
<tr>
<td>Carol Stabile</td>
<td>Professor (Journalism and Communication &amp; Women's and Gender Studies)</td>
<td><a href="mailto:cstabile@uoregon.edu">cstabile@uoregon.edu</a></td>
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**Students**

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<th>Name</th>
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<tr>
<td>Sarah Ray Rondot</td>
<td>Graduate Teaching Fellow (Women's and Gender Studies); Graduate Student (English)</td>
<td><a href="mailto:rondot@uoregon.edu">rondot@uoregon.edu</a></td>
</tr>
<tr>
<td>Helena Schlegel</td>
<td>Undergraduate Student (Spanish)</td>
<td><a href="mailto:hschlege@uoregon.edu">hschlege@uoregon.edu</a></td>
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The first two meetings of the task force were held on Wednesday, July 9 and Thursday, July 24, 2014. As specified by the legislation, all meetings of the task force are open. All materials related to its work—including a complete membership list, agendas and minutes—may be found on its webpage, which may be accessed here: Task Force to Address Sexual Violence and Survivor Support. 

In particular, I encourage you to read the draft goals of the task force, which are posted on its webpage, here: Draft Goals.

Recently, President Gottfredson and I had a fruitful discussion about coordinating the efforts of the President’s Review Panel and the Senate’s Task Force. In order to accomplish our goals, we must all work

<table>
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<th>Member of the University Administration</th>
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<td>Sandy Weintraub</td>
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<th>Staff Members Who Provide Direct Services in Bias Education and Response to Sexual Violence for Students</th>
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<tr>
<td>Renae DeSautel</td>
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<td>Sheryl Eyster</td>
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<th>Ex Officio, Non-Voting Members</th>
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<tr>
<td>Beatriz Gutierrez</td>
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<tr>
<td>Robert Kyr</td>
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<td>Bruce MacAllister</td>
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together in a cooperative and collaborative manner that will result in meaningful and sustainable action.

The Senate Task Force will share its initial findings and make some preliminary recommendations for action no later than the October 22nd Senate meeting. It will also propose a structure for a Senate Standing Committee and create a list of longer-term agenda items for the committee to address.

Our Senate Task Force plans to meet again during the week of August 2nd and the notice of meeting will be posted on the Task Force webpage as soon as it is scheduled. As I mentioned above, all meetings are open and you are always welcome to attend.

On behalf of the Senate, I would like to thank each member of the task force for his or her willingness to serve and to address matters that deeply concern all of us. Thank you so much for your dedication and commitment.

All the best,

Robert Kyr
President, University Senate

Philip H. Knight Professor of Music

rkyr@uoregon.edu
Interim President to act upon recommendations from the University Senate Task Force.

09/23/14 •

Interim President Coltrane sent the following email, outlining new and continued initiatives, in response to the initial recommendations from the Senate Task Force to Address Sexual Violence and Survivor Support:

Dear President Robert Kyr, and Task Force co-chairs Carol Stabile and Randy Sullivan,

Thank you for providing me with the initial recommendations from the Senate Task Force to Address Sexual Violence and Survivor Support. I value your important input and appreciate the work you and the committee have dedicated to this issue. I agree that it is important to consider these changes expediently.

Many of these initial recommendations focus on subjects that are also being studied by the Division of Student Life, the Provost’s Office, and the Office of Affirmative Action and Equal Opportunity. Additionally, the President’s Review Panel has been collecting information and will be forming recommendations on these same topics.

I am very encouraged to see our campus working together to find solutions and promising practices that will make our students, faculty, staff, and campus visitors safer. As you know, the university recently implemented changes to the student code of conduct designed to directly improve our response to sexual misconduct. I appreciate all the information members of the senate and task force have provided to support the panel’s review and admire the collaborative way the panel and task force have worked together.

The task force made five initial recommendations, and I agree with the intent of all five proposals. Following is how I will proceed with each:

1. **Emergency Fund for Survivor Support and Prevention:** I am authorizing a discretionary fund of $15,000 to supplement the funding that the Division of Student Life has already allocated to these services. This funding will be used for survivor support and prevention. I am directing Vice President for Student Life, Robin Holmes, in consultation with her staff, the task force, and other campus constituents, to write guidelines on how the funding should be used to provide the best support to students. This funding is in addition to the $190,000 that was allocated for prevention programming through the Division of Student Life in August. I have asked the Vice President for Student Life to assess, based on this coming year’s experience, whether this level of funding is adequate to cover necessary emergencies or whether additional funding is needed, in which case she will make a budget augment request through the annual Strategic Initiative Request process.

2. **Good Samaritan Policy:** The University of Oregon’s practice, as the task force recommendations acknowledge, is to eliminate any threat of punitive action that might prevent survivors or witnesses of sexual misconduct from reporting or seeking support. The suggestion to create an explicit policy on this issue is a good one. However, it is important that we carefully consider how to best structure and implement such a policy within our current conduct structure. To that end, I have directed the Division of Student Life to review the draft policy submitted by the senate task force and forward a policy for my immediate consideration. In the meantime, the university will continue its practices that align with the intent of this draft policy.
3. Title IX Messaging: The President’s Office will send an e-mail message to all employees about Title IX resources, identifying our Title IX officer, and all Title IX responsibilities at the start of each fall term. This action is in keeping with our current policies and will be supported by a website listing all of this information. I am also directing the Title IX Coordinator, in cooperation with the Division of Student Life, to review our communications on the topic and look for ways to further improve the clarity and comprehensiveness of the information presented. I will suggest that the task force is consulted to obtain feedback on the website and communications, as a way to further ensure their effectiveness.

4. Syllabus and Classroom Conversations: I support providing additional information to teaching faculty about preventing and responding to sexual violence. I am asking the Provost’s Office to review the draft syllabus statement and draft classroom discussion of violence suggested by the senate task force. Further I recommend that the Provost work with the task force on suggested edits and then send a revised draft to the full University Senate for its consideration at the earliest opportunity.

5. UOPD Anonymous Reporting: The University of Oregon Police Department does not actively track, store, or access IP addresses when people submit a report through the UOPD anonymous on-line reporting form. However, due to the senate’s initial recommendations, we have learned that a submitter’s IP address is electronically embedded in the entry. The technical and policy issues related to disconnecting an IP address are not simple and warrant additional examination. I am directing UOPD to share information with my office and the task force on the options and considerations for addressing this issue. In the meantime, UOPD will continue its policy and practice of not accessing the IP addresses.

Again, I am deeply thankful to the many groups on campus who are working to bring recommendations, observations, and guidance to leadership to improve the university’s prevention, reporting, and support services. We all share the same ultimate goal of ensuring a safe and respectful campus.

Sincerely,

Scott Coltrane
Interim President
Dear President Robert Kyr, and Task Force co-chairs Carol Stabile and Randy Sullivan,

Thank you for your work to improve the University of Oregon’s prevention and response to sexual misconduct and violence, and support for survivors. I sincerely appreciate your efforts to involve the entire campus, specifically faculty, in our prevention efforts.

Interim President Coltrane recently implemented some of the initial recommendations from Senate Task Force to Address Sexual Violence and Survivor Support. We will be sending information about our Title IX responsibilities and resources next week and we have now established a survivor emergency fund. In addition, the Interim President asked the Office of the Provost to review the draft language for a syllabus statement and classroom discussion of violence written by the task force. The President and I both support the task force’s intent to offer guidance to faculty.

The Provost’s Office, in cooperation with the office of Academic Affairs, have reviewed these statements, and believe they would benefit from additional input from the full Senate, the President’s Review Panel, the Office of Affirmative Action, Student Life, and General Counsel. This is one of the many tools the university can use to communicate with students about our shared responsibility to create a safe and respectful campus.

However, both Interim President Coltrane and I believe that it is very important that the full University Senate maintain its oversight of the review and approval of mandatory syllabus statements and in-classroom discussion of violence. Therefore, I am asking that the task force members seek additional input from these groups to revise the statements for inclusion in their future recommendations.

Again, Interim President Coltrane and I are deeply grateful for your work and believe this is an excellent start to providing important guidance to faculty on the issues of preventing and responding to sexual assault.

Sincerely,
Frances Bronet
Acting Provost
Frances Bronet
Acting Senior Vice President and Provost
University of Oregon
Proposed Revisions to Student Conduct Code
Dealing with Sexual Misconduct

Number:
US13/14-53

Date of Notice:
Wed, 05/14/2014

Legislation, Resolution, or Policy Adoption:
Legislation

Current Status:
Notice Given

Motion:
Section I
1.1 WHEREAS, the Student Conduct Code has not been updated in 8 years; and
1.2 WHEREAS, 2011 guidance from the Office of Civil Rights regarding conduct codes (see http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201104.pdf, especially pages 8 and 12-13) has not been implemented; and
1.3 WHEREAS, the report by consultant Allen Groves regarding Title IX compliance and sexual assault (see http://senate.uoregon.edu/sites/senate.uoregon.edu/files/Groves%20Report_0.pdf) raised important issues; and
1.4 WHEREAS, a number of people have concluded that the rights and interests of alleged victims of sexual assault have not been adequately spelled out in the UO Student Conduct Code; and
1.5 WHEREAS, the Administration has made two recommendations for changes in the Code; and
1.6 WHEREAS, there appears to be agreement from the Director of Student Conduct and Community Standards on several additional changes to the Code;

Section II
2.1 BE IT HEREBY MOVED that the changes proposed in the "Annotated Code (sites/senate.uoregon.edu/files/Possible%20changes%20to%20%20%20Student%20Conduct%20Code%20rev%2003.%20May%2027%202014.pdf)" provided by Professors Bonine and Forell be adopted, and
2.2 BE IT FURTHER MOVED that additional changes, including the possibility of modification of these changes, be considered during the summer by a task force, and the task force be requested to propose additional changes by the first meeting of the University Senate in Fall 2014, after consultation with University Senate constituencies and the Administration.

Fiscal impact: Some possible impact on budgets to provide support for legal or other advisors for alleged victims of sexual assault.

Sponsor:
John Bonine, Professor (Law)
Caroline Forell, Professor (Law)

Related Documents:
Draft documents from Professor John Bonine (Law) and Professor Caroline Forell (Law)

Possible Changes to UO Student Conduct Code May 27th (http://senate.uoregon.edu/sites/senate.uoregon.edu/files/Possible%20changes%20to%20%20%20Student%20Conduct%20Code%20rev%2003.%20May%2027%202014.pdf)

Memo - Revised Recommendations for Student Conduct Code May 27th (http://sites.senate.uoregon.edu/files)
University of Oregon Student Conduct Code

With proposed revisions as of May 27, 2014

John E. Bonine, B.B. Kliks Professor of Law
With Caroline Forell, Clayton R. Hess Professor of Law


Explanatory Note: Language denoted only with curly brackets ( { } ) are editorial comments by the Office of Student Affairs, and presented to enhance comprehension of the code.

Bonine Note: Portions of the Code that seem particularly related to sexual misconduct are highlighted in yellow, as is this paragraph of explanation.

Suggested additions are shown with brackets, in red font, and underlined [like this]. Suggested deletions are left in black font but are shown with strike-out like this. Our commentary on the reasons for suggested changes are in double angle brackets, blue font, italicized and bold-faced <<like this>>. Comments from Mr. Sandy Weintraub, Director of Student Conduct and Community Standards, are in green highlighting, like this.

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**OAR 571-021-0100 - Mission**

1. The primary mission of the Student Conduct Code is to set forth the community standards and procedures necessary to maintain and protect an environment conducive to learning and in keeping with the educational objectives of the University of Oregon. Founded upon the principle of freedom of thought and expression, an environment conducive to learning is one that preserves the freedom to learn -- where academic standards are strictly upheld and where the rights, safety, dignity and worth of every individual are respected.

2. Learning is a process defined by the exchange of ideas and the advancement of knowledge. As such, learning entails a community of scholars united by their participation in, and commitment to, intellectual exchange. The University is, first and foremost such a community. Learning also involves reflecting on decisions and improving decision-making in the future. By establishing the standards of this community, the Student Conduct Code serves not just as a disciplinary system, but also as a part of the educational system. Hence, a corollary mission of the Student Conduct Code is to teach students to live and act responsibly in a community setting, with respect for the rights of other students and members of that community, and for the property, common resources, code of conduct, and laws associated with that community, and to encourage the development of good decision-making and personal integrity.

3. Students are simultaneously members of the University community and the broader community (e.g. city, state, nation, and world). The Student Conduct Code, and the processes of its administration and enforcement, is directed specifically toward maintaining the standards of the University community. Within its jurisdiction the University may impose disciplinary sanctions against students or student organizations when their conduct materially interferes with the educational objectives of the University or university community member.

**OAR 571-021-0105 - Definitions**

(This section of the code outlines the definitions of words commonly used in the code.)

For purposes of the Student Conduct Code, OAR571-021-0100 et seq.:  
(1) “Academic Misconduct” means the violation of university policies involving academic integrity. Examples include, but are not limited to:
   - Intentional tampering with grades, resubmitting assignments for more than one class without the permission of the professor; and
   - Intentionally taking part in obtaining or distributing any part of a test that has not been administered;
   - Cheating, as defined in OAR 571-021-0105(3);
   - Plagiarism, as defined in OAR 571-021-0105(26);
   - Knowing furnishing false information to a University Official; and
   - Fabrication, as defined in OAR 571-021-0105(14).

(2) “Accused Student” means any student accused of violating the Student Conduct Code.

(3) “Cheating” means any act of deception by which a student misrepresents or misleadingly demonstrates that he or she has mastered information on an academic exercise that he or she has not mastered. Examples include but are not limited to:
   - Giving or receiving unauthorized help in an academic exercise;
   - Use of sources or resources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
   - Acquisition, without permission, of tests or other academic material belonging to a member of the
University faculty or staff; and

(d) Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

(4) “Community Standards Administrator” means the University official, as designated on a case-by-case basis by the Director of Student Conduct and Community Standards, authorized to impose sanctions upon any student found to have violated the Student Conduct Code.

(5) “Community Standards Committee” means the Committee established pursuant to OAR 571-021-0110, comprised of persons appointed by the President with the responsibility for formulating, approving or recommending changes related to the Student Conduct Program.

(6) “Community Standards Hearing Board” means the board established pursuant to OAR 571-021-0160, comprised of persons authorized by the Community Standards Committee to determine if a student has violated the Student Conduct Code and to recommend sanctions when a violation has occurred.

(7) “Complainant” means any person who submits a complaint alleging that a student violated the Student Conduct Code. The Complainant need not be a person who was the target or victim of the alleged violation.

(8) “Contacting” has its common meaning. It includes, but is not limited to, communicating with or remaining in the physical presence of the other person.

(9) “Contact of a Sexual Nature” for purposes of Sexual Misconduct in the Student Conduct Code means the touching of the genitalia, anus, buttocks or breasts of a person or causing such person to touch the genitalia, anus, buttocks or breasts of another.

(10) “Contempt” means disregard of, or disobedience to, the rules or orders of any tribunal under this Code or an interruption of its proceedings by disorderly behavior or insolent language in a way or place that disturbs the proceedings or ignores the authority of the tribunal.

(11) “Director of Student Conduct and Community Standards” is the person designated by the University Senate and University President or designee to be responsible for the administration of the Student Code.

(12) “Drug” means a controlled substance or its immediate precursor classified in Schedules I through V under the federal Controlled Substances Act, 21 U.S.C. 811 to 812 or as defined in ORS 475.005 or modified in ORS 475.035.

(13) “Explicit Consent” for purposes of Sexual Misconduct in the Student Conduct Code means voluntary, non-coerced and clear communication indicating a willingness to engage in a particular act. “Explicit consent” includes an affirmative verbal response or voluntary acts unmistakable in their meaning.

(14) “Fabrication” means the intentional use of information that the author has invented when he or she states or implies otherwise, or the falsification of research or other findings with the intent to deceive.

(15) “Faculty Member” means a person hired by the University to conduct classroom, research or teaching activities or who is otherwise considered by the University to be a member of its faculty, including officers of instruction, officers of research and officers of administration.

(16) “Gambling” means an activity in which a person stakes or risks something of value upon the outcome of a contest of chance or a future contingent event not under the control or influence of the person, upon an agreement or understanding that the person or someone else will receive something of value in the event of a certain outcome. “Gambling” does not include those activities expressly excluded by ORS 167.117.

(17) “Harassment” means

(a) Intentionally subjecting a person to offensive physical contact;

(b) Unreasonable insults, gestures, or abusive words, in the immediate presence, and directed to, another person that may reasonably cause emotional distress or provoke a violent response (including but not limited to electronic mail, conventional mail and telephone) except to the extent such insults, gestures or abusive words are protected expression; or

(c) Other types of prohibited discrimination, discriminatory harassment, and sexual harassment as defined by law.

(18) “Hazing” means any initiation rites, on or off campus, involving any intentional action or situation that a
reasonable person would foresee as causing mental or physical discomfort, embarrassment, or ridicule. Individual acceptance of or acquiescence to any activity that occurs during an initiation rite does not affect a determination of whether the activity constitutes hazing. Activities and situations that may occur as part of hazing include, but are not limited to:

(a) Sleep deprivation or causing excessive fatigue;
(b) Physical or psychological shock;
(c) Public stunts or jokes;
(d) Compelled ingestion of any substance;
(e) Degrading or humiliating games or activities;
(f) Activities that have an adverse effect on academic progress;
(g) Forced servitude;
(h) Activities which are not consistent with the parent organization's rules and regulations; or
(i) Other activities which violate Federal, State, or local laws.

(19) "Institution" means the University of Oregon and all of its undergraduate, graduate and professional schools, divisions, activities and programs and may be used interchangeably with "University."

(20) "May" is used in the permissive sense.

(21) "Mental Disorder" for purposes of Sexual Misconduct in the Student Conduct Code means that a person suffers from a mental disease or disorder that renders that person incapable of appraising the nature of the conduct of another person.

(22) "Mental Incapacitation" for purposes of Sexual Misconduct in the Student Conduct Code means that a person is rendered incapable of appraising or controlling one's own conduct at the time of the alleged offense because of the influence of a controlled or intoxicating substance or because of any act committed upon the person without consent.

(23) "Member of the University Community" includes any person who is a student, faculty member, University official or any person employed by the University.

(24) "Penetration" for purposes of Sexual Misconduct in the Student Conduct Code means any degree of insertion, however slight, of the penis or any object into the vagina or anus, or the penis into the mouth.

(25) "Physical Helplessness" for purposes of Sexual Misconduct in the Student Conduct Code means that a person is unconscious or for any other reason is physically unable to communicate unwillingness to engage in an act.

(26) "Plagiarism" means using the ideas or writings of another as one's own. It includes, but is not limited to:

(a) The use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement; and
(b) The unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

(27) "Policy" means the written regulations of the University. Examples of where written policies may be found include, but are not limited to:

(a) The Student Conduct Code;
(b) Residence Life Contract;
(c) Information posted by the University on its web pages;
(d) Computer Acceptable Use Policy;
(e) Living Group Alcohol policy;
(f) Greek Social Policy;
(g) Graduate/Undergraduate Catalog;
(h) Student Handbook; and
(i) University and Oregon University System Oregon Administrative Rules.

(28) "President" means the University President.
“Shall” and “will” are used in the imperative sense.

“Sexual Misconduct” means:

(a) Unwanted Penetration is Penetration of another person, or causing the Penetration of another person, when one:

(A) Does not first obtain Explicit Consent from that person; or

(B) Knows or should have known the person was incapable of [explicit] consent by reason of Mental Disorder, Mental Incapacitation, or Physical Helplessness.

(b) Nonconsensual personal contact occurs when a student subjects another person to contact of a sexual nature when a reasonable person would know that such contact would cause emotional distress:

(A) Without having first obtained Explicit Consent; or

(B) When he or she knows or should have known the person was incapable of [explicit] consent by reason of Mental Disorder, Mental Incapacitation, or Physical Helplessness.

(c) Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that interferes with work or academic performance because it has created an intimidating, hostile, or degrading environment and would have such an effect on a reasonable person of the alleged complainant's status when the conduct is unwelcome and sufficiently severe or pervasive that it deprives that person of benefits of the University’s educational environment.

(d) A single episode of behavior that meets (a), (b), or (c) can be sufficient for a finding of sexual misconduct.

<< This is a clarification. Furthermore, for Title IX purposes “a single or isolated incident of sexual harassment may, if sufficiently severe, create a hostile environment.” U.S. DEPT OF EDUC. OFFICE FOR CIVIL RIGHTS, REVISED SEXUAL HARASSMENT GUIDANCE: HARASSMENT OF STUDENT BY SCHOOL EMPLOYEES, OTHER STUDENTS, OR THIRD PARTIES n. 72 at p. 6 (2001, available at http://www.ed.gov/offices/OCR/archives/pdf/shguide.pdf. If a single incident of sexual harassment may create a hostile environment for purposes of Title IX, it seems obvious that a single incident of nonconsensual personal sexual contact, assault, etc., could also constitute sexual “misconduct.”>>

<< Sandy Weintraub, UO Director of Student Conduct and Community Standards (in consultation with the Assistant Dean of Students, Chicora Martin, on this and most other matters) agrees with this addition. He points out that this is already the practice, although it is not explicit in the Code.>>

“Student” means any person who has student status pursuant to OAR 571-021-0115.

“Student Organization” means any group of University of Oregon students meeting criteria for group recognition established by the University.

“University” means the University of Oregon and all of its undergraduate, graduate and professional schools, divisions, activities and programs and may be used interchangeably with “institution.”

“University Appeals Board” means the person or persons authorized by this Code pursuant to OAR 571-021-0165 to consider an appeal from a determination by Community Standards Hearings Panel that a student has violated the Student Code.

“University Official” means a person having assigned University responsibilities who is performing their University assignment.

“University Premises” includes all land, buildings or grounds owned, leased, operated, controlled or supervised by the University including adjacent sidewalks and streets.

“University Sponsored Activity” means any activity, including activities sponsored or organized by recognized student organizations, on or off University premises that is directly initiated or supervised by the University.

“Unwanted Contact” means repeated or persistent contact or attempts to contact another person when
the contacting person knows or should know that the contact is unwanted by the other person; and

(a) The contact would cause a reasonable person fear of physical harm; or

(b) The contacting person knows or should know that the contact substantially impairs the other person’s ability to perform the activities of daily life.

OAR 571-021-0110 - Delegations and Authority

Pursuant to ORS 352.010, the faculty is responsible for student discipline. The faculty of the University delegates authority for administering this Code and the Student Conduct Program as provided below:

(1) The Director of Student Conduct and Community Standards shall develop policies for the administration of the student conduct system and procedural rules for the conduct of Community Standards Hearing Board hearings that are consistent with provisions of the Student Conduct Code.

(a) The Director of Student Conduct and Community Standards Committee may authorize a Community Standards Administrator to serve simultaneously as a Community Standards Administrator and as a member of the Community Standards Hearing Board. The Director may authorize the same Community Standards Administrator to impose sanctions in all cases.

(b) Consistent with OAR 571-021-0205(1)(d), the Vice President for Student Affairs or designee may serve ad hoc in place of the Director of Student Conduct and Community Standards.

(2) The Community Standards Committee shall be responsible for formulating or approving, prior to implementation, regulations and enforcement procedures pertaining to student conduct matters at the University of Oregon, and recommending to the faculty policy or administrative changes in any aspect of the Student Conduct Program.

(a) The Committee shall be appointed by the President and shall consist of four faculty members to be recommended by the Committee on Committees and four student members to be recommended by the ASUO. Faculty and student members shall serve staggered, two-year terms and may be reappointed, up to three consecutive terms, or a maximum of six consecutive years. The President may appoint temporary members to assure full Committee membership during summer session or at such other times as are necessary.

(b) The Director of Residence Life or designee, the Director of Student Conduct and Community Standards and the Director of the Office of Student Advocacy shall be non-voting, ex-officio members of the Community Standards Committee.

(3) Sub-delegation of Authority to Minor Tribunals and hearing officers.

(a) With the consent of the President of the University, the Community Standards Committee may sub-delegate jurisdiction to handle violations of the Student Conduct Code to University officials, committees or minor tribunals. In all instances such sub-delegation shall be defined by the Committee in terms of specific jurisdiction, enforceable regulations, and maximum disciplinary sanctions that may be imposed.

(b) Subject to approval by the President, the Community Standards Committee sub-delegates to the Interfraternity Council, Panhellenic Council, Club Sports Executive Committee, and Residence Hall Association the authority to formulate:

(A) Regulations governing the conduct of their respective organization members;

(B) Hearing procedures and administrative practices to be followed by their respective tribunals;

(C) Disciplinary sanctions exclusive of expulsion, suspension, eviction or negative notation on transcript appropriate to the enforcement of their respective regulations; and

(D) Procedures for publication and notification to affected students of such regulations, hearing procedures and disciplinary sanctions.
(c) All such regulations, hearing procedures, and disciplinary sanctions shall be reduced to writing and approved by the Community Standards Committee prior to implementation.

(d) The authority granted to minor tribunals and their respective governing bodies is conditional and may be withdrawn at any time by the Community Standards Committee when a minor tribunal is either unable or unwilling to assume its responsibilities as part of the University’s Student Conduct Program.

OAR 571-021-0115 - Jurisdiction

(Jurisdiction describes where and when the Student Conduct Code applies.)

(1) Jurisdiction over types of actions and events. The Student Conduct Code applies to actions by Students that materially interfere with:

(a) An educational opportunity of a University community member;
(b) The health and safety of [any person] a University community member or campus visitor;
(c) The maintenance or protection of University property or personal property located on campus;
(d) University record keeping;
(e) University living accommodations and other services; or
(f) University sponsorship or supervision of non-classroom activities such as lectures, concerts, athletic events and social functions.

<<Paragraph (1)(b) needs to be changed in order to provide jurisdiction unambiguously for off-campus harm by a student to the health and safety of any person, not only University community members.>>

<< Sandy Weintraub, UO Director of Student Conduct and Community Standards, agrees. As with other matters, UO General Counsel and the President’s Office will have to review if the Senate passes.>>

(2) Jurisdictional boundaries.

(a) On-Campus. The Student Conduct Code routinely applies to actions which occur on University Premises or at a University Sponsored Activity.

(b) Off-Campus. [The University extends jurisdiction without exception to off-campus sexual misconduct that consists of unwanted penetration or nonconsensual personal contact as defined in OAR 571-021-0105(30).] The University shall have discretion to extend jurisdiction over conduct that occurs other than on University Premises or at a University Sponsored Activity. In determining whether or not to extend jurisdiction, the University will consider its ability to gather information, including testimony of witnesses. The University may extend jurisdiction if the alleged conduct [would have violated the Student Conduct Code if the conduct had occurred on campus; and]:

(A) Adversely and significantly affects the learning environment; [or]
(B) Would have violated the Student Conduct Code if the conduct had occurred on campus; and
(C) [B] Involved violence or produced a reasonable fear of physical harm; or
(D) [C] Involved academic work or any records, documents, or identifications of the University.

<<<<Sexual misconduct by one student against another person that takes place anywhere creates an interference with the “learning environment” and should be presumed to create fears of physical harm. Therefore, a new sentence at the beginning of this subsection “(b)” unambiguously provides coverage of sexual assaults by UO students.>>
<<These changes are also recommended by the UO Community Standards Committee.>>
<< Sandy Weintraub, UO Director of Student Conduct and Community Standards, agrees with our language, which was recommended by the Committee.>>

(3) Student Status. An individual’s status as a “student” is established by:
   (a) An application for admission, housing, financial aid, or any other service provided by the University which requires student status;
   (b) Registration for one or more credit hours; or
   (c) Enrollment in a special non-credit program approved by the University.

(4) Jurisdiction over non-enrolled students. Jurisdiction is maintained between periods of enrollment unless the accused individual’s official record in the Office of the Registrar shows a complete withdrawal prior to the expiration of the published deadline for registration for the succeeding period of enrollment. For students enrolled in the spring term, jurisdiction is maintained until the expiration on the published deadline for registration for the succeeding fall term. Complaints of academic dishonesty or fraudulently obtaining a degree may be filed at any time, whether or not the student is currently enrolled or registered.

(5) In all cases except [sexual misconduct] academic dishonesty or fraudulently obtaining a degree, the University must file disciplinary complaints under the Student Conduct Code within six months of:
   (a) The University’s discovery of the student’s or student organization’s involvement in the alleged violation; and no later than
   (b) The student’s last date of enrollment or registration, or an organization’s recognition.

(6) Allegations of [sexual misconduct] academic dishonesty or fraudulently obtaining a degree may be considered at any time regardless when the alleged misconduct occurred.

<<This and an associated change (removing the six-month statute of limitations on filing a sexual misconduct complaint) are proposed because of the potential of long-lasting traumatic effects on victims of sexual misconduct. Removal of the six-month statute of limitations will leave open the possibility of degree revocation or negative notation in the transcript, as provided in OAR 571-021-0130.>>
<<The Groves Report itself gave one example of problems with a six-month statute of limitations in its footnote 7 on page 4.>>
<< Sandy Weintraub, UO Director of Student Conduct and Community Standards agrees and would also add: “Physical contact that endangers, threatens, or harms the health or safety of any person or behavior that causes a reasonable person to fear such contact.” We have omitted this for the present in order to keep our focus on sexual misconduct, but have no problem with his suggestion.>>

(7) Students may be accountable both to civil and criminal authorities and to the University for behavior that constitute violations of the law and the Student Conduct Code. Since the action of civil and criminal authorities is independent from University action, the University may decide whether to initiate or consider an alleged violation of the Student Conduct Code while criminal charges are pending or before they are filed or after they are resolved.
OAR 571-021-0120 - Violations of Community Standards by Individual Students

The following conduct violates the community standards that are essential to the core educational mission of the University of Oregon and subjects a Student or Student Organization to sanctions under the Student Conduct Code:

(1) Standards Relative to Academic and Personal Integrity. Integrity is a bedrock value of the University community and includes respect for open and honest intellectual exchange as well as respect for University records and for the Student Conduct Code itself. The following conduct violates standards of academic integrity:
   (a) Cheating as defined in OAR 571-021-0105(3);
   (b) Fabrication as defined in OAR 571-021-0105(14);
   (c) Plagiarism as defined in OAR 571-021-0105(26);
   (d) Academic misconduct as defined in OAR 571-021-0105(1);
   (e) Intentionally furnishing false information to a University Official;
   (f) Forgery, alteration or unauthorized use of University documents, records, keys student identification, keycards or services;
   (g) Creation or distribution of false identification;
   (h) Failure to comply with the terms of any sanction imposed in accordance with the Student Conduct Code; or
   (i) Contempt of adjudicative proceedings including impairing or interrupting the due course of proceedings in the presence of any tribunal created under this Code. Adjudication of contempt and imposition of sanctions may be imposed summarily consistent with OAR 571-021-0240.

(2) Standards Relative to Respect for Property and for Shared University Resources. The following conduct violates standards of respect for property and shared University resources:
   (a) Engaging in behavior that could reasonably be foreseen to cause disruption of, obstruction of, or interference with the process of instruction, research, administration, student discipline, or any other service or activity provided or sponsored by the University;
   (b) Damage, destruction, theft, or unauthorized use of property located on the University campus or property owned or controlled by the University;
   (c) Unauthorized entry into or use of University property or University-recognized living units, facilities, residence halls, equipment, or resources;
   (d) Disorderly conduct (including that resulting from the use of alcohol), unreasonable noise, or conduct that results in unreasonable annoyance;
   (e) Failure to comply with the reasonable directions of public officials acting in performance of their duties on University Premises or at a University Sponsored Activity when such conduct poses a danger to personal safety or property or obstructs or impairs educational or other Institutional activities;
   (f) Violation of University Policy on the acceptable use of computing resources. Unacceptable uses of computing resources include, but are not limited to:
      (A) Use of electronic forums to violate other sections of the Student Conduct Code;
      (B) Sharing of accounts or computer lab passes;
      (C) Violation of electronic privacy;
      (D) Interference with computer use or operations;
      (E) Commercial or illegal use of electronic or computer resources;
      (F) Violation of copyright law; or
      (G) Threats, abuse or Harassment, as defined in OAR 571-021-0105(), conduct made or transmitted via electronic forums or electronic mail.
(3) Standards Relative to the Rights of Individuals and to the Welfare of the University Community. An environment conducive to learning is one where the rights, safety, dignity and worth of every individual are respected. The following conduct endangers such an environment, and threatens the welfare of the University community as a whole:

(a) Physical contact that endangers, threatens, or harms the health or safety of any person or behavior that causes a reasonable person to fear such contact;

(b) Hazing, as defined in OAR 571-021-0105(18);

(c) Possession, use, or threatened use of a weapon, ammunition, or any object or substance used as a weapon on University Premises or at a University Sponsored Activity unless expressly authorized by law or University Policy. A concealed weapons permit does not constitute authorization;

(d) Unauthorized possession, use, or threatened use of dangerous chemical or biological substances or explosives;

(e) Tampering with fire-fighting equipment, turning in a false alarm, or engaging in conduct that constitutes a significant fire hazard;

(f) Harassment, as defined in OAR 571-021-0105(17), because of another person’s race, ethnicity, color, gender, gender identification, national origin, age, religion, marital status, disability, veteran status, sexual orientation, or for other reasons, including but not limited to harassment prohibited by University Policy.

(g) Unwanted Contact, as defined in OAR 571-021-0105(38);

(h) Sexual Misconduct, [as defined] — A mission of the Student Conduct Code is to encourage good decision making, personal integrity, and interpersonal behavior that is cooperative rather than coercive and that respects the rights of others. Sexual misconduct violates these values, and is committed when a student engages in sexual behavior described in OAR 571-021-0105(30).

   (A) A complaint alleging Sexual Misconduct may be filed whenever Sexual Misconduct

   (i) Materially interferes with another person’s academic performance or participation in a University Sponsored Activity, or performance of University employment;

   (ii) Is committed on University Premises or at a University Sponsored Activity; or

   (iii) Demonstrates reasonable threat to the health or safety of a Member of the University Community or the alleged student survivor.

<< There is no need for any of the requirements of subparagraphs (i), (ii), or (iii).>>

<< Sandy Weintraub, suggested that this will be greatly simplified if all of the criteria in subsection (A) are removed and the prohibition of “sexual misconduct” simply refers to the definition of it. We agree.>>

   (A)B) Sexual gratification or pleasure of any party involved is not relevant to a determination of whether Sexual Misconduct occurred.

   (B)C) A violation of provisions of the alcohol or drug policy in the Student Conduct Code does not affect a person’s ability to file a complaint regarding another person’s Sexual Misconduct on the same occasion.

   (C)D) [Explicit] Consent to one form of sexual activity does not automatically operate as [explicit] consent to any other form sexual activity. A “no” always means that [explicit] consent is not present, whereas a “yes” to one act at one time does not mean “yes” to other acts or to the same act at other times. Voluntarily making oneself incapacitated does not mean one is giving [explicit] consent to any form of sexual activity.

<< The term “explicit” is added both to be consistent with other provisions of the Code and to reinforce, as an educational tool, the importance that consent must be explicit.>>

<< Sandy Weintraub agrees with this change.>>
(j) Prohibited alcohol use, which includes:
   (A) Possession or consumption of alcohol by those under 21 years of age on University Premises or at a University Sponsored Activity;
   (B) Furnishing of alcohol to a person under 21 years of age; or
   (C) Consumption of an alcoholic beverage by a person at least 21 years of age or furnishing of an alcoholic beverage by or to a person at least 21 years of age, except in such areas and at such times as the University authorizes.

(k) Prohibited drug use, which includes:
   (A) Manufacture, processing, distribution, or cultivation of a Drug, including but not limited to marijuana or narcotics, on University Premises or at a University Sponsored Activity, except as expressly permitted by law;
   (B) Sale of a Drug, including but not limited to marijuana or narcotics, on University Premises or at a University Sponsored Activity; or
   (C) Possession of a Drug, including but not limited to marijuana or narcotics, on University Premises or at a University Sponsored Activity except as expressly permitted by law.

(l) Lewd or indecent conduct on University Premises or at a University Sponsored Activity. Lewd or indecent conduct includes, but is not limited to, any unauthorized use of electronic or other devices to make an audio or video record that would be an invasion of privacy pursuant to ORS163.700. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.

(m) Gambling, as defined and prohibited in ORS167.108 to 167.164 except as authorized by ORS464.270 to 464.530.

**OAR 571-021-0125 - Violations of Community Standards by Student Organizations**

When members of a Student Organization act together in a way that violates University Student Conduct Code, the Student Organization is expected to hold its members responsible for those violations.

(1) When a potential violation of the Student Conduct Code by a Student Organization comes to the University’s attention, the Office of Student Conduct and Community Standards may review the incident to determine the appropriate process for resolution. Generally, the University will expect a Student Organization to hold itself accountable for the acts of its members when those acts are related to the Student Organization’s activities.

   (a) The Student Organization or its governing body will notify the Office of Student Conduct and Community Standards and keep it informed at all stages of the process.

   (b) The University, through the Office of Student Conduct and Community Standards, reserves the right to take immediate jurisdiction at its discretion. The student organization or governing body may still hold its members accountable in the situation, but must do so in conjunction with the Office of Student Conduct and Community Standards.

(2) If sufficient action is not taken in a timely manner by the student organization to correct a violation of University standards, individuals may file grievances with the appropriate governing body, or, if none exists, with the Office of Student Conduct and Community Standards.

(3) If, in the judgment of the Vice President of Student Affairs, sufficient action is not taken in a timely manner by the governing body, the case will be referred to the Office of Student Conduct and Community Standards.
(4) In deciding whether the group is responsible for the violation, the University will consider whether the following factors are present:

(a) The violation arises out of a group-sponsored, organized, financed, or endorsed event;
(b) The organization provides the impetus for the violation;
(c) The violation occurs on the premises owned or operated by the group;
(d) A group leader has knowledge of the violation being likely to occur before it occurs and fails to take corrective action; or
(e) A pattern of individual violations is found to have existed without proper and appropriate group control, remedy, or sanction.

OAR 571-021-0130 - Sanctions

The University utilizes an educational sanctioning model; hearing officers or panels will make every attempt to provide an educational sanction that will help a student to make better choices in the future. The educational sanction applied will become progressively more demanding if the student repeats violations, demonstrating that learning has not taken place. An accumulation of a variety of violations may result in severe sanctions such as suspension, expulsion or negative notation on a transcript. Academic dishonesty and violations affecting the health, safety and well-being of anyone, including sexual assault are deemed the most severe and may result, upon the first violation, in a negative notation being placed on a transcript, suspension, or expulsion.

<<Adding the words “including sexual assault” simply provides clarity that this is severe and may result in the most serious sanctions. Furthermore, such violations affecting the health, safety and well-being of “anyone,” not only that of persons in the UO community, should cause consideration of serious sanctions.>>

<< Sandy Weintraub agrees with this change and says that it reflects current practice.>>

(1) Forms of Sanctions

(a) Expulsion. Student status is severed permanently. A Student who has been expelled from the University shall not be permitted to participate in any University Sponsored Activity or allowed to reside on University Premises.

(b) Suspension.

(A) Individual Suspension. Student status is severed for a specified period. A student who has been suspended from the University shall not be permitted to participate in any University Sponsored Activity or allowed to reside on University Premises during the period the student is suspended.

(B) Group Suspension. A Student Organization loses University recognition and all privileges associated with such recognition for a specified period. Imposition of this sanction against the ASUO or a recognized Student Organization requires approval by the Vice President for Student Affairs.

(c) Negative Notation on Transcript. Entry of the fact of violation on the Student’s permanent academic record as the sole or an additional sanction may be imposed at the discretion of the hearing officer or panel. After the expiration of the period of time, if any, set by the hearing officer or panel, the notation shall be removed upon the request of the Student or former Student.

(d) Revocation of Degree. An academic degree previously awarded by the University may be revoked if it was obtained by fraud or a significant part of the work submitted in fulfillment of, and indispensable to, the requirements for such degree constitutes Plagiarism. The Academic Requirements Committee may, upon appeal of a University graduate subjected to degree revocation, stipulate the requirements for obtaining a degree.
(e) Grade Penalty. A Student admitting Academic Misconduct or found responsible for Academic Misconduct is subject to a grade penalty as determined by the instructor in the course in which the violation occurred.

(f) Disciplinary Probation. In lieu of another sanction, a period of probation may be imposed during which any violations of the Student Conduct Code will result in more serious sanctions than might be otherwise imposed. A Student or Student Organization on probation may or may not lose designated privileges during the period of probation. During the time on probation, a Student or Student Organization may, by demonstrating good conduct, avoid additional sanctions. Imposition of this sanction against the ASUO or an ASUO-recognized group requires approval by the Vice President for Student Affairs.

(g) Restitution. The Student or Student Organization is required to replace or restore damaged, stolen, or misappropriated property.

(h) Educational Activity. The Student or Student Organization is required to complete a project or activity designed to help the Student or Student Organization understand why the behavior was inappropriate and encourage future compliance with the Student Conduct Code. The educational activity is designed to correspond to the severity and nature of the violation and to clarify the impact of that behavior on Members of the University Community. Educational activities may include, but are not limited to, assessments of substance abuse and other behaviors, community service, workshops, papers and similar assignments. An educational activity will not normally be used alone for cases of unwanted penetration or nonconsensual physical contact; it should only be used in conjunction with more serious sanctions, including reprimands, notations on transcripts, suspensions, and expulsions.

<<Such sanctions as being required to keep a journal are unlikely to do anything by themselves to deter the most serious sexual assaults. This modification would make it clear that some additional form of punishment is the norm, whether it be reprimand or a stronger sanction. To require workshops and papers can be a valuable step, but to require them alone when a sexual assault has occurred trivializes the seriousness and trauma that the student has caused to another person.>>

<<Sandy Weintraub agrees. He says that this is already the practice, although it is not so stated in the Code.>>

(i) Loss of Privileges. The Student or Student Organization is denied specified privileges normally associated with Student Status or recognized Student Organization status, such as participation in or sponsorship of University activities, use of University facilities or services, or living in University-owned or supervised housing. Imposition of this sanction against the ASUO an ASUO-recognized group requires approval by the Vice President of Student Affairs.

(j) Conduct Reprimand. The Student or Student Organization is given written notice that the conduct engaged in is inconsistent with University standards and expectations and informed that future violations of the Student Conduct Code may result in the imposition of more serious sanctions.

(k) Suspended Sanction. The execution of any sanction authorized under the Student Conduct Code may be suspended. When suspending a sanction, a time limit for the suspension period shall be designated, and subsequent violations of the Student Conduct Code that will terminate the suspension and result in the imposition of the original sanction shall be specified. In the absence of any such violation, the original sanction shall be deemed completed at the end of the suspension period.

(2) Medical Leave. Actions taken pursuant to University policies on medical leave shall not be deemed disciplinary sanctions within the meaning of the Student Conduct Code.

(3) Failure to complete a sanction will be handled pursuant to OAR 571-021-0240(3).
OAR 571-021-0140 - Student Rights

Procedural fairness is basic to the proper enforcement of all University regulations. Accordingly, no disciplinary action shall be initiated or sanction imposed against a Student or Student Organization until they have been notified in writing of the complaints against them and their rights under this Code, and given the opportunity to be heard. [Complaining students, particularly in cases involving sexual misconduct, should often be accorded certain accommodations, as provided below.]

<< Sandy Weintraub agrees. He says that this is already often the practice, although it is not codified in the Code.>>

(1) Regulations and disciplinary sanctions affecting the conduct of all Students shall be based on general principles of equal treatment.

(2) The Director of Student Conduct and Community Standards shall insure that the best interests of Students and Student Organizations are served, regardless of whether disciplinary action is taken, by making full use of appropriate medical, counseling and other professional services at the University, or if necessary by making referrals to community resources. For purposes of this Division, the Director may authorize another staff member to carry out any of the Director’s responsibilities unless expressly prohibited from doing so.

(3) Students shall have an opportunity to participate in the formulation of all regulations and policies pertaining to the Student Conduct Code at the University of Oregon.

(4) All University regulations and policies pertaining to student discipline shall be published, distributed, or posted in such a manner as to furnish adequate notice of their contents to Students or Student Organizations.

(5) Students accused of violations of the Student Conduct Code can expect the following procedural protections:

(a) To be informed of the complaint and alleged misconduct upon which the complaint is based [and to be provided all case documents and materials.];

<< Sandy Weintraub agrees with this proposed addition. He says that this is already the practice, although it is not codified in the Code.>>

(b) To request that the Director of Community Standards resolve the case in an administrative disciplinary conference or to request a panel hearing.

(c) To be allowed reasonable time to prepare for the hearing or conference.

(d) To be informed of the information upon which a complaint is based and accorded an opportunity to offer a relevant response;

(e) To call and confront relevant witnesses.

<<The April 2011 “Dear Colleague” letter from the Office of Civil Rights and the Groves Report at page 20 (including footnote 38) “strongly discourages” universities from allowing personal, oral cross-examination in sexual assault cases. It furthermore states that allowing such personal, oral cross-examination may constitute a “hostile environment” under Title IX.>>

<< Sandy Weintraub agrees with this proposed deletion. He says that this is already the practice, although it is not codified in the Code. Only the panel is allowed to pose questions.>>

(f) To be assured of confidentiality, in accordance with the terms of the federal Family Educational Rights and Privacy Act and Oregon law.
(g) To request that any person conducting a disciplinary conference or serving as a hearings board member or hearing officer be disqualified on the ground of personal bias.

(h) To be considered not responsible for the alleged conduct until proven responsible by a preponderance of the information. If expulsion is a possibility, the standard of proof must be clear and convincing information.

<<By deleting this higher standard for expulsion, the normal standard of “preponderance of the information” will apply also to expulsions. This is arguably required by Title IX, as interpreted in the April 2011 “Dear Colleague” letter and as summarized on page 20 of the Groves Report.>>

(i) To have an adviser of their choice present at the hearing provided that advisor’s schedule does not unreasonably delay the hearing. The hearings panel shall determine what constitutes an “unreasonable” delay.

(6) A student accusing another student of a violation of the Student Conduct Code can expect the following procedural accommodations:

(a) To be provided all case documents and materials;
(b) To discuss with the Dean of Students Office whether a panel hearing should be used;
(c) To be allowed reasonable time to prepare for the hearing or conference;
(d) To be accorded the opportunity to offer a relevant response;
(e) To call relevant witnesses and submit suggested questions to the panel or administrator;
(f) To be assured of confidentiality, in accordance with the terms of the federal Family Educational Rights and Privacy Act and Oregon law;
(g) To request that any person conducting a disciplinary conference or serving as a hearings board member or hearing officer be disqualified on the ground of personal bias.
(h) To be protected against retaliation for filing a complaint;
(i) To have an adviser of their choice present at the hearing provided that advisor’s schedule does not unreasonably delay the hearing. The hearings panel shall determine what constitutes an “unreasonable” delay.
(j) Upon request in the case of sexual misconduct, to be present in a separate room instead of in the same room as the accused student.

<<This is an attempt to give the complainant the same level of rights as the accused person and also to protect victims against re-traumatization in the case of sexual misconduct. The Groves Report observed on its page 17 that the “legal and policy” rights of the complainant must be “balanced” with those of the accused – but in fact, the UO Student Conduct Code does not state any rights of the complainant.>>

<< Sandy Weintraub agrees with these proposed additions. He says that these are already the practice, although not codified in the Code.>>
OAR 571-021-0150 - Administration of the Conduct System

[This section of the code designates who is in control of the Conduct System, and how the code and cases are administered.]

(1) Disciplinary Records and Files. Case referrals will result in the development of a disciplinary file in the name of the accused student. If the Student is found not responsible for the complaints, the disciplinary file will become void.

   (a) Voided files will be so marked and shall not result in a disciplinary record. Voided files will normally be destroyed after one year. Where a Student files a conduct complaint against another Student, a file shall be created for both Students.

   (b) Disciplinary records may be voided by the Director of Conduct and Community Standards for good cause, upon written petition from the student. Factors to be considered in review of such petitions shall include:

      (A) The conduct of the Student subsequent to the violation; and
      (B) The nature of the violation and the severity of any damage, injury, or harm resulting from it.

(2) Student Conduct Reports.

   (a) The Community Standards Committee shall require from University officials, hearings boards, referees, committees and tribunals periodic written reports of the disposition of all student conduct cases dealt with under their jurisdiction. The Committee shall examine such reports for consistency with existing policies and, when necessary, review the reports with the appropriate officials or tribunals.

   (b) At the end of each academic year, the Committee shall submit to the President, University Senate, Deans, Department Heads, the ASUO President, and the Office of Student Advocacy, a written report covering the entire Student Conduct Program, including an evaluation of the existing rules, policies, and enforcement procedures. This report shall also detail all Code revisions approved during the previous year and shall be available to any person upon request.

(3) Director of Student Conduct and Community Standards.

   (a) The President of the University shall designate a Director of Student Conduct and Community Standards who shall have primary responsibility for administering the Student Conduct Program and coordinating the activities of all University officials, hearing officers, referees, committees, or tribunals that are concerned with the Community Standards Program.

   (b) The Director shall be responsible to the Community Standards Committee for maintaining complete records pertaining to the activities of the Community Standards Program. Those records shall include a summary of the business of the Community Standards Committee and a report of the disposition of each disciplinary case handled by any person or group authorized to impose disciplinary sanctions in the name of the University. For record keeping purposes, the Director may prescribe reporting procedures to be followed, in addition to those in paragraph (2) above by those authorized to impose disciplinary sanctions.

   (c) The Director shall serve as non-voting Secretary of the Community Standards Committee and as advisor to all individuals and groups authorized to impose disciplinary sanctions. The Director shall serve as a non-voting, ex-officio member of the Residence Hall Governance Committee and of the residence hall Peer Judicial Board.

   (d) The Director shall be responsible for gathering and presenting to the Community Standards Committee the reports required by this code.

(4) Student Conduct Code Adoption, Amendment and Revision.

   (a) Code establishment. Upon approval by the University Senate and adoption as an Oregon Administrative Rule, this Student Conduct Code becomes effective and supersedes all previous regulations and policies pertaining to student discipline at the University of Oregon.
(b) Code Amendment. This Code may be amended by the faculty except that the sections on delegation to minor tribunals may also be amended by the Community Standards Committee. Amendments to this Code are effective when adopted as Oregon Administrative Rules.

(c) Code Revision. This Code shall be continuously reviewed in its entirety to make sure it is consistent with best practices.

(d) This Code is adopted as Oregon Administrative Rules. The provisions contained in these rules take precedence over any other versions of the Student Conduct Code regardless of where promulgated.

OAR 571-021-0160 - University Hearings Board; Student Conduct Hearings Panel

(The University Hearings Board is one option that the student has to have their case reviewed. This section of the code outlines how the members of the Hearings Board are chosen.)

(1) University Hearings Board Membership. The University Hearings Board (Hearings Board) shall consist of eighteen members, all of whom must be appointed by the University President. The Hearings Board shall consist of:

(a) Ten registered students at the University of Oregon that have been recommended to the President by the ASUO. Each student member is appointed for a one-year term and may be reappointed for additional terms;

(b) Four University officers of instruction, all of whom the Committee on Committees of the University Senate shall recommend to the President. Two officers of instruction will serve a one-year term, and the other two will serve a two-year term; and

(c) Four University officers of administration all of whom the Committee on Committees of the University Senate shall recommend to the President. Two officers of administration will serve a one-year term, and the other two will serve a two-year term.

(2) Recruitment and selection of student nominees.

(a) The Office of Student Conduct and Community Standards and Office of Student Advocacy will take responsibility during spring term for the recruitment and receipt of applications for new student members to the Hearings Board. The Office of Student Conduct and Community Standards and Office of Student Advocacy will ensure that the nominated students are representative of the diversity of the University of Oregon. Particular efforts will be made to recruit law students.

(b) A review committee consisting of one member of the Office of Student Conduct and Community Standards, one member of the Office of Student Advocacy, one student from the Residence Hall Association, and two members of the ASUO, one of which will be the University Affairs Director, will review the applications for the Hearings Board. The review committee will make every attempt to ensure that the nominated students are representative of the diversity of the applicant pool.

(c) Preference will be given to up to 5 recommended students wishing to return to the Hearings Board for reappointment.

(d) Names of nominated students will be forwarded to ASUO for formal nomination to the University President pursuant to (1)(a).

(e) New student members of the Hearings Board, once appointed by the President, will be trained by the Office of Student Conduct and Community Standards and the Office of Student Advocacy before the end of the academic year in which they are appointed.

(f) New student members shall be ready and available to assume responsibilities for the Hearings Panel at the beginning of the next academic year after they are appointed.

(3) Student Conduct Hearings Panel (Hearings Panel). Student Conduct Code panel hearings, pursuant to
OAR 571-021-0205, are heard by a panel on which officers of instruction, officers of administration and students are represented, drawn from members of the Hearings Board. A Hearings Panel cannot proceed with fewer than four members present.

(a) A party may challenge a Hearings Panel member or the chair on the ground of personal bias. Any member who is incapable of rendering a fair and objective decision based solely upon the facts, information and arguments presented during the hearing with no influence based on the member’s familiarity with people, facts or the situation arising from outside the hearing is disqualified from hearing the case.

(b) If a Hearings Panel member is disqualified, the chair of the Hearings Panel will determine whether to fill the position by appointment of another member of the Board or to proceed with fewer members so long as the Hearings Panel consists of no fewer than four qualified members.

OAR 571-021-0165 - University Appeals Board

(The University Appeals Board is one option that the student has to have their case reviewed. This section of the code outlines how the members of the Appeals Board are chosen.)

(1) The University Appeals Board (Appeals Board) is the final appeals body within the Student Conduct Program. As set forth in OAR 571-021-0250, the Appeals Board shall be responsible for reviewing substantive or procedural appeals from the decisions of a Hearings Panel.

(2) Membership. The Appeals Board shall consist of three faculty members, recommended by the Committee on Committees of the University Senate, and three student members, recommended by the ASUO. Board members shall be appointed by the President and serve for one-year terms. They may be reappointed, but no member may serve for more than two consecutive terms. Temporary members may be appointed to assure full Appeals Board membership during summer session or at such other times as are necessary. The President shall designate one of the members as pro tem chair of the Appeals Board.

(3) The Appeals Board will elect its permanent chair at its first meeting. A quorum shall consist of two students and two faculty members. The Appeals Board shall establish its own rules of procedure.

OAR 571-021-0200 - Conduct Procedures

(This section of the code describes the process that the Student Conduct office adheres to following an alleged breach in the code.)

(1) Complaint. Any Member of the University Community may file a complaint against a Student [or non-enrolled Student (as defined in OAR 571-021-0115)] for a violation of the Student Conduct Code. A complaint shall be prepared in writing and directed to the Director of Student Conduct and Community Standards. Any complaint should be submitted as soon as possible after the alleged violation takes place, preferably within one year. Jurisdiction is determined pursuant to OAR 571-021-0115. The longer one waits to file a complaint the less information is likely to be available for the hearing, therefore it is important to file a complaint as soon as possible. Once the Office of Community Standards receives a complaint, the Office has 60 calendar days [six months] to send written notice to the accused Student of the complaint, [unless for good cause an extension to six months is provided in writing by the Vice President for Student Affairs.]

<<The proposal at the beginning of paragraph (1) to include a “non-enrolled Student” will allow sanctions against students who are not enrolled but continue as students.
<<The proposal near the end is to require the Office of Community Standards to act expeditiously and not to allow a complaint to languish. The Groves Report noted two important things that lead me to believe that a time limit much tighter than six months should be codified. First, the University told Mr. Groves that it has an objective to complete an investigation within 30 days, according to page 16 of the Report. In order to meet that goal, notification to the accused student within 5 working days (one week) seems logical. Second, the Office of Civil Rights' “Dear Colleague” letter of April 2011 contains an expectation that the school will complete its investigation within 60 days, according to page 16 of the Report.>>

<<Sandy Weintraub agrees with this proposed change and suggested that only the Vice President be allowed to grant an extension. We agree.>>

(2) Notice. Upon receiving a complaint or notice that a Student may have violated the Student Conduct Code, the Director of Student Conduct and Community Standards shall serve a written notice upon the Student, either by electronic mail or by mailing to the latest address of the Student on file at the Office of the Registrar of the University, or, if necessary, by registered or certified mail or by personal service. [A copy of the notice shall also be sent to the Member of the University Community who filed the complaint.] Such notice shall inform the student of:

<<It is important to provide a complainant with the same notice as an accused Student.>>

<<Sandy Weintraub agrees.>>

(a) The alleged Code violation;
(b) The opportunity for the student to meet with the Director for purposes of discussing the options for disposition of the case;
(c) The Student’s right to assistance. At an administrative conference with the Director, or a hearing by a Hearings Panel or before the Appeals Board, a Student may, but need not represent his or her own interests, or be assisted by someone including but not limited to one of the following representatives:

(A) The Office of Student Advocacy;
(B) Another Student;
(C) A member of the faculty or administration;
(D) A member of the Oregon Bar.

(d) Where sexual misconduct is alleged, the complainant is entitled to the same opportunity as the accused student to have an advisor.

<<Sandy Weintraub agrees.>>

If the accused student is entitled to a legal advisor at no cost to the accused, a complainant student must also be provided the option of a legal advisor at no cost to the complainant. An advisor for a complainant of sexual misconduct may also be a person working for a nonprofit organization dealing with sexual misconduct, with reasonable reimbursement provided by the University or a contract with such an organization.

<<It is important to provide a complainant with the same notice and at least the same resources as an accused Student.>>

<<Sandy Weintraub supports the principle of equity in representation. However, he explains that as a funding mechanism is not currently in place, he is not able to endorse this particular language at this time. He recommends a collaborative process to examine this or other options.>>
The requirement to respond within 14 calendar days, excluding breaks between terms or when the student is not registered, to arrange a meeting with the hearing officer. The hearing officer will proceed as provided in (3)(b) if the Student does not arrange to meet or fails to meet with the hearing officer as arranged.

(3) Response.

(a) After proper service of written notice as provided in (2), the Student may arrange to meet with the Director for the purpose of selecting an option for the disposition of the case, either through conference with the Director or staff or through hearing by a Hearings Panel pursuant to OAR 571-021-0210.

(b) If after receiving notice, pursuant to this rule, the Student does not arrange to meet with the Director to select an option for disposition of the case within 14 days, excluding breaks between quarters or when the student is not registered, or if the Student arranges to meet with the Director to select an option to dispose of the case but does not attend such a meeting, the Director of Student Conduct and Community Standards may take any of the actions specified in OAR 571-021-0205 or OAR 571-021-0210 for disposition of the case without consultation with or agreement by the Student.

(c) Immediate Referral to Hearings Panel. If the Director of Student Conduct and Community Standards finds that under the circumstances of the case, an immediate referral to a Hearings Panel would be in the best interest of the University or the best interest of the Student, the Director of Student Conduct and Community Standards may make such referral before service of notice upon the student. [A complaining Member of the University is entitled to discuss with the Dean of Students Office whether a panel hearing should be used.] In such case, the letter sent to the student shall notify the student of the referral to the Hearings Panel and contain the information required in (2)(c).

"This change will allow an alleged victim of sexual misconduct to request a Hearings Panel. However, because of the risks of a hearing panel to a complaining student, we have not made it a mandatory matter."

<< Sandy Weintraub agrees with this proposed addition. >>

(4) Conference and Hearing Board Referrals

(a) The Director of Student Conduct and Community Standards or a designee will conduct a preliminary review to determine whether the alleged misconduct might result in negative notation on transcript, expulsion or suspension from the University. Students not subject to suspension, expulsion or negative notation will be entitled to an administrative disciplinary conference with the Director of Student Conduct and Community Standards pursuant to OAR 571-021-0205 or a hearing with a Hearings Panel pursuant to OAR 571-021-0210. Students who are subject to suspension, expulsion or negative notation will be entitled to a hearing before a Hearings Panel pursuant to OAR 571-021-0210.

(b) Students referred for a hearing by the Director of Student Conduct and Community Standards may elect to have their cases resolved in accordance with OAR 571-021-0210. Such an election must be in writing, affirming that the Student has had an opportunity to consult with an adviser of their choosing, is aware a hearing is being waived and that the full range of sanctions may be imposed, including negative notation on transcript, suspension or expulsion or from the University.

(5) With the consent of an Accused Student, the Director of Student Conduct and Community Standards may defer proceedings for alleged minor violations of this Code for a period not to exceed ninety days. Pending complaints may be withdrawn thereafter at the discretion of the Director of Student Conduct and Community Standards or designee.
OAR 571-021-0205 - Administrative Conferences

This section of the code outlines the rights that an accused student holds during the Conduct procedures, including rights relating to the student's mental capacity and any mental disorder from which the student may suffer.

(1) Students accused of violations that may result in penalties less severe than suspension, expulsion or negative notation may choose an administrative conference with the Director of Student Conduct and Community Standards, or designee. The following procedural protections are provided to accused students in disciplinary conferences:

   (a) Reasonable access to the case file prior to and during the conference, except to the extent access to such material is prohibited by law. The case file may contain materials that are considered “education records” pursuant to the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended and personal notes of University staff members and complainants. Access to these materials may be prohibited by law. Otherwise, to the extent allowed by law, copies of the case file will be provided upon request.

   (b) An opportunity to respond to all information provided and to ask the Director or designee hearing the case to contact relevant and necessary witnesses.

   (c) The right to be accompanied and assisted by an adviser

   (d) The right to have the case referred outside the Office of Community Standards if the Student can articulate a reasonable basis from which to conclude that the Office of Community Standards is biased for some reason that would prevent the student from receiving a fair hearing by the office. Such cases are referred to the Vice President for Student Affairs or his or her designee.

<<This is a complex area that will benefit from further collaborative discussion. We have made no proposal for changes until that occurs.>>

(2) In cases where the Director of Student Conduct and Community Standards concludes that a Student accused of any offense under the Student Conduct Code lacks the mental capacity to respond to the complaint, the Director shall stay the proceeding until such time that the Director concludes that the Student may adequately respond. A stay granted pursuant to this section shall not in any manner preclude a proceeding for medical leave under OAR Chapter 571, Division 23. If the student has been accused of Academic Misconduct, no academic sanction may be imposed during a stay granted pursuant to this section, but the faculty member for the coursework out of which the complaint of Academic Misconduct arose shall request the Registrar to assign a grade of “I” until the disciplinary proceeding has been completed.

(3) No sanctions shall be imposed against a Student who acknowledges engaging in the specific conduct alleged and who submits a written statement from a Student Health Center psychiatrist or a Counseling Center psychologist stating that, as a result of mental disorder at the time of the offense, the Student did not appreciate the wrongfulness of the conduct or could not conform his or her behavior to the requirements of the Code. The Student may submit any other supplemental information pertinent to his or her mental condition to the Director of Student Conduct and Community Standards. If, based upon all information received, the Director decides that the conduct of the Student resulted from mental disorder, the Director shall seek professional assistance and advice, and, if appropriate and legally authorized, consult with the Student’s parent or guardian or take other measures to assure a fair disposition of the case. If the Student has been accused of Academic Misconduct, the faculty member for the coursework in which the Academic Misconduct took place shall assign an appropriate grade.
OAR 571-021-0210 - University Hearings Panel Hearings

If a matter cannot be resolved by an administrative conference, if selected or required pursuant to OAR 571-021-0200, resolution will be sought through a hearing before a Hearings Panel. As with all other aspects of the Student Conduct Code, the hearing is primarily for educational purposes. The hearing is an information-gathering process not a criminal proceeding, trial, or litigation.

(1) All complaints shall be presented to the Accused Student in written form. Because the University community values prompt disposition of student conduct matters, a time shall be set for a hearing not less than twenty nor more than thirty calendar days after the Student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Director of Student Conduct and Community Standards or the Hearings Panel.

(2) The Hearings Panel will select a chair from among the returning members of the hearings board. The chair shall preside at the hearing. The chair may participate in Hearings Panel deliberations and discussions but shall not vote.

(3) The University community values personal responsibility and accountability as an important part of its core educational process. In accord with this value, in a hearing the Accused Student and any Complainant are responsible for responding to inquiries from the Hearings Panel. However, an Accused Student and a Complainant, if any, may each be assisted by one advisor as identified in OAR 571-021-0200. The following rules and standards pertain to any such advisor:

   (a) The advisor may, but need not, be an attorney;

   (b) A Student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor;

   (c) A Student planning to invite an advisor to a hearing must inform both the Director of Student Conduct and Community Standards and the Hearings Panel of this intention at least seven calendar days prior to the hearing. If a matter includes both an Accused Student and a Complainant, the Director shall promptly notify the other Student of the first Student’s intent to invite an advisor. The other Student shall be afforded an equal right to invite an advisor even if doing so results in the Director and the Hearings Panel receiving less than seven days prior notice.

   (d) Advice provided by an advisor may include advising the student how to answer any question posed by the Hearings Panel;

   (e) In order to preserve the educational tone of the hearing and to avoid an adversarial environment, advisors are generally not permitted to speak or participate directly in any hearing, except in one or more of the following specific ways:

      (A) An advisor may provide a written opening summary or statement.

      (B) An advisor may provide an oral closing summary or statement.

      (C) An advisor may be allotted a limited time-period to ask one or more questions of the Student the advisor is advising and to allow the Student to respond. Questions asked by an advisor are in addition to questions asked by the Hearings Panel.

      (D) An advisor may submit to the Hearings Panel in writing any suggested questions for the Hearings Panel to ask of any other participant who is giving information at the hearing.

      (E) The Hearings Panel may permit advisors to question a person providing information at the hearing, if both Complainant and Accused Student independently so request at the beginning of the hearing.

<<The April 2011 “Dear Colleague” letter from the Office of Civil Rights and the Groves Report at page 20 (including footnote 38) “strongly discourages” universities from allowing personal, oral
cross-examination in sexual assault cases. It furthermore states that allowing such personal, oral cross-examination may constitute a "hostile environment" under Title IX.>>

<< Sandy Weintraub agrees with this proposed deletion.>>

(f) The Hearings Panel will automatically add the name of any person filling the advisor function at a hearing to a list of Hearings Panel Advisors who may be available for other students who wish to consult with an advisor.

(g) An advisor should act in accordance with the standards and values of the University community. If an advisor’s conduct in a hearing is judged to merit disqualification, the Hearings Panel has the authority to remove a person’s name from the Hearings Panel Advisors list and to disqualify that person from serving as an advisor in future hearings.

(4) A Student whose ability to present their own information is hindered either by a language barrier, a documented disability or other serious difficulty with public, oral presentation shall have the right to petition the Hearings Panel to permit someone to speak on the Student’s behalf at the formal hearing. Such a spokesperson may be a friend or family member, a professionally-trained translator or interpreter or a member of the University community but may not be an attorney or any other professional receiving a fee for representing or advising the student.

(5) The Hearings Panel, in its sole discretion, has responsibility and authority for deciding the length of time a party is allowed for closing statement or for questioning, if any, by advisors and at what point in the hearing these should occur.

(6) The Director of Student Conduct and Community Standards or designee shall give an Accused Student notice of the hearing date and the specific complaints against them at least 14 calendar days in advance of the hearing date. Notice shall be by personal delivery or by certified mail to the last address provided by the Accused Student to the university.

(7) An Accused Student shall be accorded reasonable access to the case file, but shall not have access to material the disclosure of which is prohibited by law. Upon request to the Director of Student Conduct and Community Standards, an Accused Student will be provided copies of the case file, except to the extent prohibited by law. The original case file will be retained in the Office of the Director of Community Standards. [A complaining student may also obtain all case documents and materials.

<< Sandy Weintraub agrees with this proposed addition.>>

(8) The chair of the Hearings Panel may require attendance of relevant witnesses after consultation with the Director of Student Conduct and Community Standards. Notice of required attendance must be personally delivered or sent by certified mail. University Students and employees are expected to comply with these requests, unless compliance would result in significant and unavoidable personal hardship, or substantial interference with normal University activities, as determined by the chair of the Hearings Panel, in consultation with the Director of Student Conduct and Community Standards. In addition, in any formal hearing, either the University or the Student may request the University General Counsel to issue a subpoena pursuant to ORS183.445.

(9) The Hearings Panel will consider an Accused Student who fails to appear after proper notice to have pleaded “not responsible” to the complaints pending against them. A hearing may be conducted without the Accused Student present, if necessary.

(10) All hearings conducted under the authority of the Student Conduct Code are to be closed unless a student has waived in a signed, written and dated document any restrictions on disclosure of documents, exhibits, written statements, interview notes, photographs, or other materials in the Student Conduct case file or in other education records which could be offered, admitted, identified, described, referred to, or generated in the course of the hearing.
(a) A waiver of access to education records shall apply to the entire hearing, unless otherwise agreed to by the University and a student Complainant, if there is one, and the Accused Student.

(b) The chair of the Hearings Panel shall close the hearing unless a waiver is provided to the Director of Student Conduct and Community Standards prior to the beginning of the hearing. Only participants in the hearing shall be allowed to attend a closed hearing. Participants include but are not limited to, the Hearings Panel, the Director of Student Conduct and Community Standards, the Accused Student and the Accused Student’s advisor, interpreter or translator, [a student Complainant, if there is one] and appropriate University officials.

<< Sandy Weintraub agrees with this proposed addition. It is just a clarification.>>

(c) With regards to sexual assault as used in 20 U.S.C. § 1092(f)(8)(B)(iv)(I) (2000), a Complainant and an Accused Student are entitled to the same opportunities to have others present during a campus disciplinary proceeding. A Complainant who alleges sexual assault may have an equivalent number of advisors present during the hearing as the Accused Student. If an Accused Student does not have an advisor, a Complainant alleging sexual assault may still have an advisor present during the hearing. A Complainant who alleges sexual assault also has the right to be present during the portion of hearing when information is being presented.

(d) Except as otherwise required, the chair of the Hearings Panel may exclude persons from the hearing as necessary to maintain order.

(e) The Hearings Panel may, on its own initiative, or at the request of a participant, exclude from an otherwise open hearing a prospective witness or witnesses, other than the Complainant and the Accused Student, during the statements of other witnesses.

(11) The chair shall exercise control over the proceedings to avoid needless consumption of time and to achieve completion of the hearing in a timely manner. Any person, including an Accused Student or a Complainant, who disrupts a hearing may be excluded by the Chair.

(12) Procedural questions are subject to final determination by the chair of the Hearings Panel.

(13) Witnesses.

(a) Witnesses shall be required to affirm that their testimony is truthful. Witnesses may be subject to disciplinary sanctions or perjury for knowingly providing a false statement.

(b) Questioning witnesses.

(A) Accused Students (not their advisors) and Complainants, may ask relevant questions of witnesses [only by submitting the questions to the Chair of the hearing panel, which decides whether to ask the questions].

<<This change allows questions to be submitted only as suggestions to the hearings panel and therefore is consistent with the March 2011 “Dear Colleague” letter. The April 2011 “Dear Colleague” letter from the Office of Civil Rights and the Groves Report at page 20 (including footnote 38) “strongly discourages” universities from allowing personal, oral cross-examination in sexual assault cases.>>

<< Sandy Weintraub agrees with this proposed change.>>

(B) Hearings Panel members may ask questions of the parties and witnesses.

(14) Information and evidence.

(a) The Oregon Evidence Code does not apply except that rules of privilege recognized by Oregon law shall apply.

(b) Irrelevant, immaterial or unduly repetitious material shall be excluded. All other information of a type commonly relied upon by reasonably prudent persons in the conduct of their serious affairs shall be
(c) Information may be received in written or oral form.
(d) The Hearings Panel may also take judicial notice of matters which would be within the general experience of University students and faculty members.

(e) Information in hearing alleging Sexual Misconduct. Information about the sexual behavior of a [either the complainant or the accused] student prior to or subsequent to an alleged Sexual Misconduct incident is not admissible in a hearing unless the following conditions apply:

<<The current language leaves the possibility open of bringing into a hearing the general sexual behavior of the complainant. We include both for equal protection.>>
<< Sandy Weintraub agrees with this proposed addition of protection for the complainant.>>

[[A] The behavior consisted of a prior consensual sexual relationship between the complainant and the accused. However, information about such a prior consensual sexual relationship between the parties by itself does not imply explicit consent to personal contact of a sexual nature or preclude a finding of sexual misconduct.]

(A|B) A description of the information regarding [(A)] specific instances of sexual behavior, whether of the Complainant or of the Accused Student, is submitted to the Hearings Panel chair no fewer than seven days prior to the hearing (unless the information is otherwise deemed essential by the Hearings Panel chair)

(B|C) The [other party] student, whose sexual behavior is at issue has had an opportunity to provide a written response; and

(C|D) The Hearings Panel chair finds that the probative value of the information outweighs the danger of undue prejudice to [either the complainant or the accused] the student.

<<This change is needed to limit information about prior sexual behavior to only that which occurred (and of course consensually) between the accused and the complainant. This does not allow “general reputation” or other irrelevant information to be considered because it is not relevant to explicit consent. It does allow one partner in a consensual relationship to argue, in certain circumstances, that such things as dominance behavior was previously accepted as part of their relationship.>>
<< Sandy Weintraub agrees with this proposed addition of protection for the complainant.>>

(15) Hearings shall be tape recorded or transcribed.
(16) Allegations of violations of the Student Conduct Code must be established by a preponderance of evidence [information] except a student may be expelled only based on clear and convincing evidence.

<<First, for consistency the same term (“information” instead of “evidence”) should be used here as it is in (b) below.>>
<<Second, the recommendation of the Grove Report is to change to “preponderance” for expulsion, just as is the case for other sanctions. The Student Conduct Committee has also included this change in its proposals.>>
<< Sandy Weintraub agrees with this proposed change.>>
(a) The Director shall be responsible for investigating and presenting the case to the Hearings Panel and ensuring that all relevant information is presented on both sides.

(b) For all violations of the Student Conduct Code, it is the complaining party’s burden to prove the case by a preponderance of information except as stated above.

<<As noted above, the recommendation of the Grove Report is to change to “preponderance” for expulsion, just as is the case for other sanctions and the Student Conduct Committee agrees.>>

<< Sandy Weintraub agrees with this proposed change.>>

(17) A Complainant, an Accused Student, or a witness may identify concerns about personal safety, well-being or fear of confrontation with another hearing participant to the Director of Student Conduct and Community Standards. The Director will determine what, if any, accommodations are appropriate. Examples of accommodations include, but are not limited to, separate facilities, visual screens, telephone or remote video participation or written submissions.

(a) If another participant objects to the accommodation, the participant shall submit written objections to the chair of the Hearings Panel. Written objections should include information describing how the accommodations proposed will affect the fairness of the hearing.

(b) The Hearings Panel will decide whether to provide the proposed accommodation.

(c) The Hearings Panel will not consider a request for accommodation or the granting or denial of an accommodation in concluding if an Accused Student violated the Student Conduct Code.

OAR 571-021-0215 - Academic Misconduct Procedures

(This section of the code describes the process between the student suspected of misconduct and the University Official before the case is taken up by the office of Student Conduct and Community Standards.)

(1) Notice. Upon the discovery of suspected Academic Misconduct, as defined in OAR 571-021-0100(1), the University Official with responsibility for the academic matter or the faculty member in whose course the incident occurred shall promptly notify the Student of the incident. This notice shall include a discussion of the option of having the case referred directly to the Director of Student Conduct and Community Standards.

(2) If a Student admits to Academic Misconduct in a course, the faculty member shall impose an appropriate academic sanction up to and including a grade of "N" or "F" and report the incident to the Office of Student Conduct and Community Standards. Written notice of the sanction or resolution without sanction shall be given the Student. If, in the judgment of the faculty member, further disciplinary action is warranted, the report to the Director of Student Conduct and Community Standards shall so indicate. The Student may appeal the academic sanction to the faculty member’s department head and, ultimately, to the dean of the college or school in which the incident originated.

(3) If a Student admits to Academic Misconduct in a situation other than a course, the responsible University Official may determine and implement an appropriate response and report the incident to the Office of Student Conduct and Community Standards. Written notice of the sanction or resolution without sanction shall be given the Student. If, in the judgment of the University Official, further disciplinary action is warranted, the report to the Director of Student Conduct and Community Standards shall so indicate. The Student may appeal the academic sanction to the University Official’s department head or director.

(4) If a faculty member or University Official and a Student cannot agree as to whether Academic Misconduct has occurred, the University Official or faculty member will, not later than fourteen calendar days during which the University is in session after the date the faculty member or University Official notifies the
Student, make a written referral of the case to the Office of Student Conduct and Community Standards for resolution. The case will then be conducted in accordance with the procedures established in this Code.

(a) If there is a finding that the Student engaged in Academic Misconduct in a class, in addition to sanctions imposed through the regular student conduct procedures, the faculty member will assign an appropriate grade.

(b) If there is a finding that the Student did not engage in Academic Misconduct, no academic sanction may be imposed.

(5) Reporting Academic Misconduct. Regardless of the method of resolution, University Officials, including faculty members are required to file a written report of any Academic Misconduct with the Director of Student Conduct and Community Standards. These reports shall be treated as confidential and maintained consistent with the Student Records Policy, OAR 571-020-0100 et seq.

(6) Withdrawing from a Course.

(a) If a Student's Academic Misconduct in a course results in an academic sanction, the student will not be permitted to drop or withdraw from the course, or to change the course's grading option, and shall be reinstated in the course if they have dropped or withdrawn.

(b) If a Student's Academic Misconduct does not result in an academic sanction, the Student may withdraw from the course or change the course's grading option at the later of:

(A) Expiration of the withdrawal deadline for the course;
(B) Expiration of the deadline for changing grade options; or
(C) Five business days after the student receives notification of the decision or termination of Student Conduct Code proceedings without sanction.

(c) In the event the Student is found not responsible for Academic Misconduct and the Student no longer feels comfortable returning to the class, the Office of Student Conduct and Community Standards will assist the student to attempt to remove the "w" from the transcript.

OAR 571-021-0220 - Alternative Dispute Resolution

Consistent with the primary mission of the Code to establish community standards and procedures that promote an environment conducive to learning by upholding academic standards and by respecting community members, alternative dispute resolution provides an opportunity for individuals affected by violations or alleged violations of this Code to resolve disciplinary matters among themselves, with or without findings of responsibility. Students who participate in a method of alternative dispute resolution and successfully fulfill their obligations may, upon completion of their obligations, have their student conduct record regarding the matter expunged.

(1) Mediation. Mediation is encouraged as an alternative means to resolve allegations of Student Conduct Code violations [except for sexual misconduct involving unwanted penetration or nonconsensual personal contact as set out in OAR 571-02-0105 (30) (a) and (b), which shall not be subject to mediation.] The Director of Student Conduct and Community Standards will inform Complainants and Accused Students about the availability of mediation resources. The Director, in the exercise of the Director's sole discretion, may, except in cases of alleged Academic Misconduct [or the categories of sexual misconduct in the previous sentence], decline to process a complaint until the parties make a reasonable attempt to achieve a mediated resolution.

<<The Groves Report recommended in footnote 34 on page 18 that the Code be amended to exclude sexual misconduct from mediation, noting that the Office of Civil Rights stated in an April 2011 "Dear Colleague" letter three years ago that mediation is not appropriate for resolving sexual
misconduct complaints. Our changes eliminates mediation for sexual assault, but leaves the possibility of mediation for sexual harassment.>>
<< Sandy Weintraub agrees with this proposed change. It reflects current practice.>>

(a) To be binding under this Code, any mediated resolution must be approved by the Director of Student Conduct and Community Standards. Any agreement will be enforced by the Office of Student Conduct and Community Standards.

(b) Procedures for Alternative Dispute Resolution. Students wishing to pursue mediation shall notify the Director of Student Conduct and Community Standards within fourteen calendar days of receiving written notice of the violation pursuant to OAR 571-021-0200.

(c) The Director of Student Conduct and Community Standards may determine if an Accused Student must acknowledge responsibility as a condition of the Director’s approval of a mediation option. If the Director requires an Accused Student to acknowledge responsibility as a condition to approving the mediation, the Director will not proceed until the Accused Student has provided the Director with that acknowledgement.

(d) The Director of Student Conduct will determine whether others affected by the alleged violation are willing to participate in mediation. Parties agreeing to mediation must sign a waiver allowing the Director to receive information from the mediator regarding the progress of the mediation.

(e) Once the necessary parties agree, the Director of Student Conduct and Community Standards will approve a mediator and set a date for a report from the mediator regarding progress. If the Director, in the Director’s sole discretion, determines that mediation is unlikely to be successful, the Director may inform the necessary parties and initiate other procedures.

(2) Restorative Justice. Restorative Justice serves primarily as a diversion program for Accused Students who have acknowledged responsibility for a Code violation and who wish to remedy the effects of the violation.

(a) The Director of Student Conduct and Community Standards will consider approving Restorative Justice in the following circumstances:

(A) The Accused Student acknowledges responsibility for a the Code violation;

(B) There are clearly identifiable negative impacts on either individuals or the community resulting from the violation; and

(C) The Accused Student and those impacted by the incident agree to participate in Restorative Justice.

(b) A Restorative Justice outcome shall not be binding unless approved by the Director of Student Conduct and Community Standards. An agreement reached through Restorative Justice will be enforced by the Office of Student Conduct and Community Standards.

(3) The Director of Student Conduct and Community Standards may initiate procedures to make a determination of responsibility or, in the Director’s discretion, to proceed pursuant to OAR 571-021-0240 if an Accused Student who participates in alternative dispute resolution fails to fulfill an obligation or otherwise fails to comply with the approved resolution.

(4) Upon timely completion of a student’s obligation arising from alternative dispute resolution, a student may provide to the Director of Student Conduct and Community Standards documentation of completion. If the Director of Student Conduct and Community Standards concludes the student fulfilled the student’s obligation in a timely fashion, Director of Student Conduct and Community Standards will remove information regarding the violation from the student’s record.
OAR 571-021-0230 - Emergency Action

(This section of the code describes the rights of the Director of Student Conduct and Community Standards to take Emergency action regarding the accused student when it is necessary to secure the health or safety of any persons.)

(1) The Director of Student Conduct and Community Standards or his or her designee may take emergency action regarding a Student when immediately necessary to secure the health or safety of any persons and there is an alleged violation of the Student Conduct Code.

(2) Emergency Action includes, but is not limited to:

   (a) Immediate withdrawal of the Student from the University;

   (b) Restrictions on the Student’s presence on University Premises or at University Sponsored Activities.

(3) The Director of Student Conduct and Community Standards may request that the Student secure a medical and psychological evaluation through the Student Health Center or at another facility at the Student’s own expense. The evaluation may be used to determine the appropriateness of withdrawing the emergency action.

(4) When the emergency action takes place, the Director of Student Conduct and Community Standards or designee will:

   (a) Inform the Student of the reason for the emergency action;

   (b) Give the Student the opportunity to explain why emergency action need not be taken;

   (c) Inform the Student that a preliminary hearing will take place according to Paragraph (5) and that the Student will be informed of its time, place, and date; and

   (d) Inform the Student of the possible restrictions that may be imposed prior to a panel hearing.

(5) The preliminary hearing shall take place within two business days of the emergency action. At this hearing the Student shall have a full opportunity to demonstrate to the Director of Conduct and Community Standards that emergency action is not necessary pursuant to Paragraph (1). The Student may be represented by a student advocate or other counsel.

   (a) Based on the reasonable evaluation of the information presented at the preliminary hearing, the Director of Student Conduct and Community Standards shall notify the Student within 24 hours of the decision to:

      (A) Dissolve the emergency action and take no further action;

      (B) Dissolve the emergency action but proceed to a full hearing regarding the Student’s conduct pursuant to OAR 571-021-0210 of the Student Conduct Code; or

      (C) Sustain or modify the emergency action until such time as a Hearings Panel may hold a hearing regarding the Student’s conduct.

(6) An emergency action shall be reviewed by Vice President for Student Affairs or his or her designee at the request of the Student no sooner than the next working day after the preliminary hearing. The review shall provide an opportunity for the Student to explain why an emergency action need no longer be imposed. Subsequent review of the same emergency action may be requested no more frequently than every ten days.

(7) A Hearings Panel hearing subsequent to an emergency action shall occur no sooner than fourteen days after the emergency action is imposed, and shall be administered pursuant to OAR 571-021-0210 of this Code. If the Director for Student Conduct and Community Standards agrees, the Student may waive the fourteen-day notice requirement in order to expedite the hearings process.

(8) If emergency restrictions on an Student’s housing or enrollment are removed, the Student will not be assessed any fees for reinstatement.


OAR 571-021-0250 - Appeals

The University Appeals Board (Appeals Board) is the final appeals body within the Student Conduct Program. As set forth in OAR 571-021-0165 this Appeals Board shall be responsible for reviewing substantive or procedural appeals from the decisions of a Hearings Panel.

(1) A decision reached by the Hearings Panel may be appealed by the Accused Student or Complainant(s) to the Appeals Board within fourteen calendar days of the decision. Such appeals shall be in writing, state the basis for the appeal and be delivered to the Office of Student Conduct and Community Standards.
   (a) An Accused Student who does not attend the hearing of the Hearings Panel may appeal only to show with direct information that the Accused Student did not receive notice of the hearing.
   (b) A Complainant(s) who fails to attend the hearing of the Hearings Panel or fails to present information in a format approved by the Hearings Panel may appeal only to show with direct information that the Complainant did not receive notice of the hearing.

(2) Except as the Appeals Board determines necessary to explain the basis of new information, an appeal is limited to a review of the verbatim record of the Hearings Panel and supporting documents:
   (a) To determine if the Hearings Panel hearing was conducted fairly in light of the complaint made and information presented and in conformity with procedures required in this Code, giving the Complainant a reasonable opportunity to present information, and giving the Accused Student reasonable notice and an opportunity to prepare and to respond to the allegations. A deviation from procedures required by this Code will not be a basis for sustaining an appeal unless significant prejudice results;
   (b) To determine whether the decision reached regarding the Accused Student was based on substantial information, that is, whether there were facts that, if believed by the Hearings Panel were sufficient to establish that a violation of the Code occurred;
   (c) To determine whether the sanction(s) imposed were commensurate with violation;
   (d) To consider new information sufficient to alter a decision or other relevant facts not brought out in the original hearing only if such information or facts were not known to the person appealing at the time of the hearing.

(3) No decision of a Hearings Panel may be overruled except through an affirmative vote of a majority of the Appeals Board members present. If the Appeals Board overrules a decision in whole or in part, it may:
   (a) Modify the decision or sanction; or
   (b) Remand for further proceeding.

(4) No appeal shall be allowed unless the party appealing cites specifically to the hearing record and states with specificity the grounds under which the appeal shall be allowed.

(5) The University Appeals Board decision may be appealed to the extent provided in ORS Chapter 183
Seconded Motion Regarding
Resolution: Adoption of Proposed Temporary and Permanent Changes to the Student Conduct Code

Whereas, UO Policy 571-021-0100 stipulates that the primary mission of the Student Conduct Code is to set forth the community standards and procedures necessary to maintain and protect an environment conducive to learning;

Whereas, UO Policy 571-021-0100(2) notes that a corollary mission of the Student Conduct Code is to teach students to live and act responsibly in a community setting, with respect for the rights of other students and members of that community...and to encourage the development of good decision-making and personal integrity;

Whereas, to be effective, the Student Conduct Code must be updated and kept current, and must be in line with state law, federal law and best practices;

Whereas, certain portions of the UO’s Student Conduct Code require such updates to reflect best practices and ensure compliance with federal guidance concerning timelines and procedural fairness, as well as updates to reflect current state law;

Whereas, the President of the University has proposed to the Board several permanent changes to the Student Conduct Code that have been vetted by faculty and students (red-lined and highlighted in yellow in the document attached hereto as Exhibit A);

Whereas, the President of the University has proposed to the Board several temporary changes to the Student Conduct Code to ensure conformity with recommended best practices from the U. S. Department of Education’s Office of Civil Rights and the White House Task Force to Protect Students from Sexual Assault (red-lined in Exhibit A);

Whereas, the Board retained authority to approve any and all changes regarding student conduct policies;

Whereas, ORS 352.029 provides that the Board of Trustees (the “Board”) manages the affairs of the university by exercising and carrying out all of the powers, rights and duties that are expressly conferred upon the board by law, or that are implied by law or are incident to such powers, rights and duties; and

Whereas, the Board’s Policy on Committees authorizes the Academic and Student Affairs Committee to refer matters to the full Board of Trustees as a seconded motion;

Now, therefore, the Academic and Student Affairs Committee of the Board of Trustees of the University of Oregon hereby refers the proposed changes to the Student Conduct Code in Exhibit A to the Board of Trustees as a seconded motion, recommending their adoption as permanent changes (blue-line) and temporary changes (red-line). The temporary changes shall remain in effect until permanent written standards of student conduct are established in consultation with the President, faculty and students.

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Dated: _______ of _________, 2014.

Initials: __________
EXHIBIT A

[NOTE: All changes tracked in red; those proposed as permanent are highlighted as well]

571-021-0100 Mission [NO PROPOSED CHANGES TO THIS SECTION]

1. The primary mission of the Student Conduct Code is to set forth the community standards and procedures necessary to maintain and protect an environment conducive to learning and in keeping with the educational objectives of the University of Oregon. Founded upon the principle of freedom of thought and expression, an environment conducive to learning is one that preserves the freedom to learn – where academic standards are strictly upheld and where the rights, safety, dignity and worth of every individual are respected.

2. Learning is a process defined by the exchange of ideas and the advancement of knowledge. As such, learning entails a community of scholars united by their participation in, and commitment to, intellectual exchange. The University is, first and foremost such a community. Learning also involves reflecting on decisions and improving decision-making in the future. By establishing the standards of this community, the Student Conduct Code serves not just as a disciplinary system, but also as a part of the educational system. Hence, a corollary mission of the Student Conduct Code is to teach students to live and act responsibly in a community setting, with respect for the rights of other students and members of that community, and for the property, common resources, code of conduct, and laws associated with that community, and to encourage the development of good decision-making and personal integrity.

3. Students are simultaneously members of the University community and the broader community (e.g. city, state, nation, and world). The Student Conduct Code, and the processes of its administration and enforcement, is directed specifically toward maintaining the standards of the University community. Within its jurisdiction the University may impose disciplinary sanctions against students or student organizations when their conduct materially interferes with the educational objectives of the University or university community member.

571-021-0105 Definitions

[This section of the code outlines the definitions of words commonly used in the code.]

For purposes of the Student Conduct Code, OAR571-021-0100 et seq.:
(1) “Academic Misconduct” means the violation of university policies involving academic integrity. Examples include, but are not limited to:
   (a) Intentional tampering with grades, resubmitting assignments for more than one class without the permission of the professor; and
   (b) Intentionally taking part in obtaining or distributing any part of a test that has not been administered;
   (c) Cheating, as defined in OAR571-021-0105(3);
   (d) Plagiarism, as defined in OAR571-021-0105(26);
   (e) Knowing furnishing false information to a University Official; and
   (f) Fabrication, as defined in OAR571-021-0105(14).
(2) “Accused Student” means any student accused of violating the Student Conduct Code.
(3) “Cheating” means any act of deception by which a student misrepresents or misleadingly demonstrates that he or she has mastered information on an academic exercise that he or she has not mastered. Examples include but are not limited to:
   (a) Giving or receiving unauthorized help in an academic exercise;
   (b) Use of sources or resources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
   (c) Acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff; and
   (d) Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
(4) “Community Standards Administrator” means the University official, as designated on a case-by-case basis by the Director of Student Conduct and Community Standards, authorized to impose sanctions upon any student found to have violated the Student Conduct Code.
(5) “Community Standards Committee” means the Committee established pursuant to OAR571-021-0110, comprised of persons appointed by the President with the responsibility for formulating, approving or recommending changes related to the Student Conduct Program.
(6) “Community Standards Hearing Board” means the board established pursuant to OAR571-021-0160, comprised of persons authorized by the Community Standards Committee to determine if a student has violated the Student Conduct Code and to recommend sanctions when a violation has occurred.
(7) “Complainant” means any person who submits a complaint alleging that a student violated the Student Conduct Code. The Complainant need not be a person who was the target or victim of the alleged violation.
(8) “Contacting” has its common meaning. It includes, but is not limited to, communicating with or remaining in the physical presence of the other person.
(9) “Contact of a Sexual Nature” for purposes of Sexual Misconduct in the Student Conduct Code means the touching of the genitalia, anus, buttocks or breasts of a person or causing such person to touch the genitalia, anus, buttocks or breasts of another.
(10) “Contempt” means disregard of, or disobedience to, the rules or orders of any tribunal under this Code or an interruption of its proceedings by disorderly behavior or insolent language in a way or place that disturbs the proceedings or ignores the authority of the tribunal.
(11) “Director of Student Conduct and Community Standards” is the person designated by the University Senate and University President or designee to be responsible for the administration of the Student Code.
(12) “Drug” means a controlled substance or its immediate precursor classified in Schedules I through V under the federal Controlled Substances Act, 21 U.S.C.811 to 812 or as defined in ORS475.005 or modified in ORS475.035.
(13) “Explicit Consent” for purposes of Sexual Misconduct in the Student Conduct Code means voluntary, non-coerced and clear communication indicating a willingness to engage in a particular act. “Explicit consent” includes an affirmative verbal response or voluntary acts unmistakable in their meaning.
(14) “Fabrication” means the intentional use of information that the author has invented when he or she states or implies otherwise, or the falsification of research or other findings with the intent to deceive.
(15) “Faculty Member” means a person hired by the University to conduct classroom, research or teaching activities or who is otherwise considered by the University to be a member of its faculty, including officers of instruction, officers of research and officers of administration.
(16) “Gambling” means an activity in which a person stakes or risks something of value upon the
outcome of a contest of chance or a future contingent event not under the control or influence of the
person, upon an agreement or understanding that the person or someone else will receive something of
value in the event of a certain outcome. “Gambling” does not include those activities expressly
excluded by ORS167.117.
(17) “Harassment” means
(a) Intentionally subjecting a person to offensive physical contact;
(b) Unreasonable insults, gestures, or abusive words, in the immediate presence, and directed to,
another person that may reasonably cause emotional distress or provoke a violent response (including
but not limited to electronic mail, conventional mail and telephone) except to the extent such insults,
gestures or abusive words are protected expression; or
(c) Other types of prohibited discrimination, discriminatory harassment, and sexual harassment as
defined by law.
(18) “Hazing” means any initiation rites, on or off campus, involving any intentional action or situation
that a reasonable person would foresee as causing mental or physical discomfort, embarrassment, or
ridicule. Individual acceptance of or acquiescence to any activity that occurs during an initiation rite
does not affect a determination of whether the activity constitutes hazing. Activities and situations that
may occur as part of hazing include, but are not limited to:
(a) Sleep deprivation or causing excessive fatigue;
(b) Physical or psychological shock;
(c) Public stunts or jokes;
(d) Compelled ingestion of any substance;
(e) Degrading or humiliating games or activities;
(f) Activities that have an adverse effect on academic progress;
(g) Forced servitude;
(h) Activities which are not consistent with the parent organization's rules and regulations; or
(i) Other activities which violate Federal, State, or local laws.
(19) “Institution” means the University of Oregon and all of its undergraduate, graduate and
professional schools, divisions, activities and programs and may be used interchangeably with
“University.”
(20) “May” is used in the permissive sense.
(21) “Mental Disorder” for purposes of Sexual Misconduct in the Student Conduct Code means that a
person suffers from a mental disease or disorder that renders that person incapable of appraising the
nature of the conduct of another person.
(22) “Mental Incapacitation” for purposes of Sexual Misconduct in the Student Conduct Code means
that a person is rendered incapable of appraising or controlling one’s own conduct at the time of the
alleged offense because of the influence of a controlled or intoxicating substance or because of any act
committed upon the person without consent.
(23) “Member of the University Community” includes any person who is a student, faculty member,
University official or any person employed by the University.
(24) “Penetration” for purposes of Sexual Misconduct in the Student Conduct Code means any degree of
insertion, however slight, of the penis or any object into the vagina or anus, or the penis into the mouth.
(25) “Physical Helplessness” for purposes of Sexual Misconduct in the Student Conduct Code means that
a person is unconscious or for any other reason is physically unable to communicate unwillingness to
engage in an act.
(26) “Plagiarism” means using the ideas or writings of another as one’s own. It includes, but is not
limited to:
(a) The use, by paraphrase or direct quotation, of the published or unpublished work of another
person without full and clear acknowledgement; and
(b) The unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

(27) “Policy” means the written regulations of the University. Examples of where written policies may be found include, but are not limited to:

(a) The Student Conduct Code;
(b) Residence Life Contract;
(c) Information posted by the University on its web pages;
(d) Computer Acceptable Use Policy;
(e) Living Group Alcohol policy;
(f) Greek Social Policy;
(g) Graduate/Undergraduate Catalog;
(h) Student Handbook; and
(i) University and Oregon University System Oregon Administrative Rules.

(28) “President” means the University President.

(29) “Shall” and “will” are used in the imperative sense.

(30) “Sexual Misconduct” means:

(a) Unwanted Penetration is Penetration of another person, or causing the Penetration of another person, when one:
   (A) Does not first obtain Explicit Consent from that person; or
   (B) Knows or should have known the person was incapable of explicit consent by reason of Mental Disorder, Mental Incapacitation, or Physical Helplessness.

(b) Nonconsensual personal contact occurs when a student subjects another person to contact of a sexual nature when a reasonable person would know that such contact would cause emotional distress:
   (A) Without having first obtained Explicit Consent; or
   (B) When he or she knows or should have known the person was incapable of explicit consent by reason of Mental Disorder, Mental Incapacitation, or Physical Helplessness.

(c) Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that interferes with work or academic performance because it has created an intimidating, hostile, or degrading environment and would have such an effect on a reasonable person of the alleged complainant’s status when the conduct is unwelcome and sufficiently severe or pervasive that it deprives that person of benefits of the University’s educational environment.

(31) “Student” means any person who has student status pursuant to OAR571-021-0115.

(32) “Student Organization” means any group of University of Oregon students meeting criteria for group recognition established by the University.

(33) “University” means the University of Oregon and all of its undergraduate, graduate and professional schools, divisions, activities and programs and may be used interchangeably with “institution.”

(34) “University Appeals Board” means the person or persons authorized by this Code pursuant to OAR571-021-0165 to consider an appeal from the outcome of an administrative conference from a determination by Community Standards Hearings Panel that a student has violated the Student Code.

(35) “University Official” means a person having assigned University responsibilities who is performing their University assignment.

(36) “University Premises” includes all land, buildings or grounds owned, leased, operated, controlled or supervised by the University including adjacent sidewalks and streets.

(37) “University Sponsored Activity” means any activity, including activities sponsored or organized by recognized student organizations, on or off University premises that is directly initiated or supervised by the University.

(38) “Unwanted Contact” means repeated or persistent contact or attempts to contact another person
when the contacting person knows or should know that the contact is unwanted by the other person; and
(a) The contact would cause a reasonable person fear of physical harm; or
(b) The contacting person knows or should know that the contact substantially impairs the other person’s ability to perform the activities of daily life.

571-021-0110 Delegations and Authority

Pursuant to ORS 352.010, the faculty is responsible for student discipline. The faculty of the University delegates authority for administering this Code and the Student Conduct Program as provided below:

(1) The Director of Student Conduct and Community Standards shall develop policies for the administration of the student conduct system and procedural rules for the conduct of Community Standards Hearing Board hearings that are consistent with provisions of the Student Conduct Code.
   (a) The Director of Student Conduct and Community Standards and the Community Standards Committee may authorize a Community Standards Administrator to serve simultaneously as a Community Standards Administrator and as a member of the Community Standards Hearing Board. The Director may authorize the same Community Standards Administrator to impose sanctions in all cases.
   (b) Consistent with OAR571-021-0205(1)(d), the Vice President for Student Affairs or designee may serve ad hoc in place of the Director of Student Conduct and Community Standards.

(2) The Community Standards Committee shall be responsible for formulating or approving, prior to implementation, regulations and enforcement procedures pertaining to student conduct matters at the University of Oregon, and recommending to the faculty policy or administrative changes in any aspect of the Student Conduct Program.
   (a) The Committee shall be appointed by the President and shall consist of four faculty members to be recommended by the Committee on Committees and four student members to be recommended by the ASUO. Faculty and student members shall serve staggered, two-year terms and may be reappointed, up to three consecutive terms, or a maximum of six consecutive years. The President may appoint temporary members to assure full Committee membership during summer session or at such other times as are necessary.
   (b) The Director of Residence Life or designee, the Director of Student Conduct and Community Standards and the Director of the Office of Student Advocacy shall be non-voting, ex-officio members of the Community Standards Committee.

(3) Sub-delegation of Authority to Minor Tribunals and hearing officers.
   (a) With the consent of the President of the University, the Community Standards Committee may sub-delegate jurisdiction to handle violations of the Student Conduct Code to University officials, committees or minor tribunals. In all instances such sub-delegation shall be defined by the Committee in terms of specific jurisdiction, enforceable regulations, and maximum disciplinary sanctions that may be imposed.
   (b) Subject to approval by the President, the Community Standards Committee sub-delegates to the Interfraternity Council, Panhellenic Council, Club Sports Executive Committee, and Residence Hall Association the authority to formulate:
      (A) Regulations governing the conduct of their respective organization members;
      (B) Hearing procedures and administrative practices to be followed by their respective tribunals;
      (C) Disciplinary sanctions exclusive of expulsion, suspension, eviction or negative notation on transcript appropriate to the enforcement of their respective regulations; and
      (D) Procedures for publication and notification to affected students of such regulations, hearing Board of Trustees of the University of Oregon – Seconded Motion from ASAC Resolution: Adoption of Certain Temporary and Permanent Changes to the Student Conduct Code September 11, 2014 Page 7
procedures and disciplinary sanctions.

(c) All such regulations, hearing procedures, and disciplinary sanctions shall be reduced to writing and approved by the Community Standards Committee prior to implementation.

(d) The authority granted to minor tribunals and their respective governing bodies is conditional and may be withdrawn at any time by the Community Standards Committee when a minor tribunal is either unable or unwilling to assume its responsibilities as part of the University’s Student Conduct Program.

[Jurisdiction describes where and when the Student Conduct Code applies.]

(1) Jurisdiction over types of actions and events. The Student Conduct Code applies to actions by Students that materially interfere with:
   (a) An educational opportunity of a University community member;
   (b) The health and safety of any person—A University community member or campus visitor;
   (c) The maintenance or protection of University property or personal property located on campus;
   (d) University record keeping;
   (e) University living accommodations and other services; or
   (f) University sponsorship or supervision of non-classroom activities such as lectures, concerts, athletic events and social functions.

(2) Jurisdictional boundaries.
   (a) On-Campus. The Student Conduct Code routinely applies to actions which occur on University Premises or at a University Sponsored Activity.
   (b) Off-Campus. The University extends jurisdiction without exception to off-campus sexual misconduct that consists of unwanted penetration or non-consensual personal contact as defined in OAR 571-021-0105(3). The University shall have discretion to extend jurisdiction over conduct that occurs other than on University Premises or at a University Sponsored Activity. In determining whether or not to extend jurisdiction, the University will consider its ability to gather information, including testimony of witnesses. The University may extend jurisdiction if the alleged conduct would have violated the Student Conduct Code if the conduct had occurred on campus; and:
      (A) Adversely and significantly affects the learning or living environment; or
      (B) Involved violence or produced a reasonable fear of physical harm; or
      (C) Involved academic work or any records, documents, or identifications of the University.

(3) Student Status. An individual’s status as a “student” is established by:
   (a) An application for admission, housing, financial aid, or any other service provided by the University which requires student status;
   (b) Registration for one or more credit hours; or
   (c) Enrollment in a special non-credit program approved by the University.

(4) Jurisdiction over non-enrolled students. Jurisdiction is maintained between periods of enrollment unless the accused individual’s official record in the Office of the Registrar shows a complete withdrawal prior to the expiration of the published deadline for registration for the succeeding period of enrollment. For students enrolled in the spring term, jurisdiction is maintained until the expiration on the published deadline for registration for the succeeding fall term. Complaints of academic dishonesty or fraudulently obtaining a degree may be filed at any time, whether or not the student is currently enrolled or registered.

(5) In all cases except academic dishonesty or fraudulently obtaining a degree, the University must file
disciplinary complaints under the Student Conduct Code within six months of:

(a) The University’s discovery of the student’s or student organization’s involvement in the alleged violation; and no later than

(b) The student’s last date of enrollment or registration, or an organization’s recognition.

(6) Allegations of academic dishonesty or fraudulently obtaining a degree may be considered at any time regardless when the alleged misconduct occurred.

(7) Students may be accountable both to civil and criminal authorities and to the University for behavior that constitute violations of the law and the Student Conduct Code. Since the action of civil and criminal authorities is independent from University action, the University may decide whether to initiate or consider an alleged violation of the Student Conduct Code while criminal charges are pending or before they are filed or after they are resolved.

571-021-0120 Violations of Community Standards by Individual Students [NO CHANGES PROPOSED FOR THIS SECTION]

The following conduct violates the community standards that are essential to the core educational mission of the University of Oregon and subjects a Student or Student Organization to sanctions under the Student Conduct Code:

(1) Standards Relative to Academic and Personal Integrity. Integrity is a bedrock value of the University community and includes respect for open and honest intellectual exchange as well as respect for University records and for the Student Conduct Code itself. The following conduct violates standards of academic integrity:

(a) Cheating as defined in OAR571-021-0105(3);
(b) Fabrication as defined in OAR571-021-0105(14);
(c) Plagiarism as defined in OAR571-021-010526);
(d) Academic misconduct as defined in OAR571-021-0105(1);
(e) Intentionally furnishing false information to a University Official;
(f) Forgery, alteration or unauthorized use of University documents, records, keys student identification, keycards or services;
(g) Creation or distribution of false identification;
(h) Failure to comply with the terms of any sanction imposed in accordance with the Student Conduct Code; or
(i) Contempt of adjudicative proceedings including impairing or interrupting the due course of proceedings in the presence of any tribunal created under this Code. Adjudication of contempt and imposition of sanctions may be imposed summarily consistent with OAR571-021-0240.

(2) Standards Relative to Respect for Property and for Shared University Resources. The following conduct violates standards of respect for property and shared University resources:

(a) Engaging in behavior that could reasonably be foreseen to cause disruption of, obstruction of, or interference with the process of instruction, research, administration, student discipline, or any other service or activity provided or sponsored by the University;
(b) Damage, destruction, theft, or unauthorized use of property located on the University campus or property owned or controlled by the University;
(c) Unauthorized entry into or use of University property or University-recognized living units, facilities, residence halls, equipment, or resources;
(d) Disorderly conduct (including that resulting from the use of alcohol), unreasonable noise, or conduct that results in unreasonable annoyance;
(e) Failure to comply with the reasonable directions of public officials acting in performance of their Board of Trustees of the University of Oregon – Seconded Motion from ASAC Resolution: Adoption of Certain Temporary and Permanent Changes to the Student Conduct Code September 11, 2014 Page 9
duties on University Premises or at a University Sponsored Activity when such conduct poses a danger to personal safety or property or obstructs or impairs educational or other Institutional activities;

(f) Violation of University Policy on the acceptable use of computing resources. Unacceptable uses of computing resources include, but are not limited to:

- Use of electronic forums to violate other sections of the Student Conduct Code;
- Sharing of accounts or computer lab passes;
- Violation of electronic privacy;
- Interference with computer use or operations;
- Commercial or illegal use of electronic or computer resources;
- Violation of copyright law; or
- Threats, abuse or Harassment, as defined in OAR571-021-0105(), conduct made or transmitted via electronic forums or electronic mail.

(3) Standards Relative to the Rights of Individuals and to the Welfare of the University Community. An environment conducive to learning is one where the rights, safety, dignity and worth of every individual are respected. The following conduct endangers such an environment, and threatens the welfare of the University community as a whole:

(a) Physical contact that endangers, threatens, or harms the health or safety of any person or behavior that causes a reasonable person to fear such contact;

(b) Hazing, as defined in OAR571-021-0105(18);

(c) Possession, use, or threatened use of a weapon, ammunition, or any object or substance used as a weapon on University Premises or at a University Sponsored Activity unless expressly authorized by law or University Policy. A concealed weapons permit does not constitute authorization;

(d) Unauthorized possession, use, or threatened use of dangerous chemical or biological substances or explosives;

(e) Tampering with fire-fighting equipment, turning in a false alarm, or engaging in conduct that constitutes a significant fire hazard;

(f) Harassment, as defined in OAR571-021-0105(17), because of another person’s race, ethnicity, color, gender, gender identification, national origin, age, religion, marital status, disability, veteran status, sexual orientation, or for other reasons, including but not limited to harassment prohibited by University Policy.

(g) Unwanted Contact, as defined in OAR571-021-0105(38);

(h) Sexual Misconduct. A mission of the Student Conduct Code is to encourage good decision-making, personal integrity, and interpersonal behavior that is cooperative rather than coercive and that respects the rights of others. Sexual misconduct violates these values, and is committed when a student engages in sexual behavior described in OAR571-021-0105(30).

(A) A complaint alleging Sexual Misconduct may be filed whenever Sexual Misconduct:

- Materially interferes with another person’s academic performance or participation in a University Sponsored Activity, or performance of University employment;
- Is committed on University Premises or at a University Sponsored Activity; or
- Demonstrates reasonable threat to the health or safety of a Member of the University Community or the alleged student survivor.

(B) Sexual gratification or pleasure of any party involved is not relevant to a determination of whether Sexual Misconduct occurred.

(C) A violation of provisions of the alcohol or drug policy in the Student Conduct Code does not affect a person's ability to file a complaint regarding another person’s Sexual Misconduct on the same occasion.

(D) Consent to one form of sexual activity does not automatically operate as consent to any other form sexual activity. A “no” always means that consent is not present, whereas a “yes” to one act at
one time does not mean “yes” to other acts or to the same act at other times. Voluntarily making oneself incapacitated does not mean one is giving consent to any form of sexual activity.

(j) Prohibited alcohol use, which includes:
   (A) Possession or consumption of alcohol by those under 21 years of age on University Premises or at a University Sponsored Activity;
   (B) Furnishing of alcohol to a person under 21 years of age; or
   (C) Consumption of an alcoholic beverage by a person at least 21 years of age or furnishing of an alcoholic beverage by or to a person at least 21 years of age, except in such areas and at such times as the University authorizes.

(k) Prohibited drug use, which includes:
   (A) Manufacture, processing, distribution, or cultivation of a Drug, including but not limited to marijuana or narcotics, on University Premises or at a University Sponsored Activity, except as expressly permitted by law;
   (B) Sale of a Drug, including but not limited to marijuana or narcotics, on University Premises or at a University Sponsored Activity; or
   (C) Possession of a Drug, including but not limited to marijuana or narcotics, on University Premises or at a University Sponsored Activity except as expressly permitted by law.

(l) Lewd or indecent conduct on University Premises or at a University Sponsored Activity. Lewd or indecent conduct includes, but is not limited to, any unauthorized use of electronic or other devices to make an audio or video record that would be an invasion of privacy pursuant to ORS163.700. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.

(m) Gambling, as defined and prohibited in ORS167.108 to 167.164 except as authorized by ORS464.270 to 464.530.

571-021-0125 Violations of Community Standards by Student Organizations

When members of a Student Organization act together in a way that violates University Student Conduct Code, the Student Organization is expected to hold its members responsible for those violations.

(1) When a potential violation of the Student Conduct Code by a Student Organization comes to the University’s attention, the Office of Student Conduct and Community Standards may review the incident to determine the appropriate process for resolution. Generally, the University will expect a Student Organization to hold itself accountable for the acts of its members when those acts are related to the Student Organization’s activities.

(a) The Student Organization or its governing body will notify the Office of Student Conduct and Community Standards and keep it informed at all stages of the process.

(b) The University, through the Office of Student Conduct and Community Standards, reserves the right to take immediate jurisdiction at its discretion. The student organization or governing body may still hold its members accountable in the situation, but must do so in conjunction with the Office of Student Conduct and Community Standards.

(2) If sufficient action is not taken in a timely manner by the student organization to correct a violation of University standards, individuals may file grievances with the appropriate governing body, or, if none exists, with the Office of Student Conduct and Community Standards.

(3) If, in the judgment of the Vice President of Student AffairsLife, sufficient action is not taken in a timely manner by the governing body, the case will be referred to the Office of Student Conduct and Community Standards.
The University utilizes an educational sanctioning model; hearing officers or panels will make every attempt to provide an educational sanction that will help a student to make better choices in the future. The educational sanction applied will become progressively more demanding if the student repeats violations, demonstrating that learning has not taken place. An accumulation of a variety of violations may result in severe sanctions such as suspension, expulsion or negative notation on a transcript. Academic dishonesty and violations affecting the health, safety and well being of the community are deemed the most severe and may result, upon the first violation, in a negative notation being placed on a transcript, suspension, or expulsion.

(1) Forms of Sanctions
(a) Expulsion. Student status is severed permanently. A Student who has been expelled from the University shall not be permitted to participate in any University Sponsored Activity or allowed to reside on University Premises.
(b) Suspension.
(A) Individual Suspension. Student status is severed for a specified period. A student who has been suspended from the University shall not be permitted to participate in any University Sponsored Activity or allowed to reside on University Premises during the period the student is suspended.
(B) Group Suspension. A Student Organization loses University recognition and all privileges associated with such recognition for a specified period. Imposition of this sanction against the ASUO or a recognized Student Organization requires approval by the Vice President for Student Affairs Life.
(c) Negative Notation on Transcript. Entry of the fact of violation on the Student’s permanent academic record as the sole or an additional sanction may be imposed at the discretion of the hearing officer or panel. After the expiration of the period of time, if any, set by the hearing officer or panel, the notation shall be removed upon the request of the Student or former Student.
(d) Revocation of Degree. An academic degree previously awarded by the University may be revoked if it was obtained by fraud or a significant part of the work submitted in fulfillment of, and indispensable to, the requirements for such degree constitutes Plagiarism. The Academic Requirements Committee may, upon appeal of a University graduate subjected to degree revocation, stipulate the requirements for obtaining a degree.
(e) Grade Penalty. A Student admitting Academic Misconduct or found responsible for Academic Misconduct is subject to a grade penalty as determined by the instructor in the course in which the violation occurred.
(f) Disciplinary Probation. In lieu of another sanction, a period of probation may be imposed during which any violations of the Student Conduct Code will result in more serious sanctions than might be otherwise imposed. A Student or Student Organization on probation may or may not lose designated privileges during the period of probation. During the time on probation, a Student or Student Board of Trustees of the University of Oregon – Seconded Motion from ASAC Resolution: Adoption of Certain Temporary and Permanent Changes to the Student Conduct Code September 11, 2014
Organization may, by demonstrating good conduct, avoid additional sanctions. Imposition of this sanction against the ASUO or an ASUO-recognized group requires approval by the Vice President for Student Affairs Life.

(g) Restitution. The Student or Student Organization is required to replace or restore damaged, stolen, or misappropriated property.

(h) Educational Activity. The Student or Student Organization is required to complete a project or activity designed to help the Student or Student Organization understand why the behavior was inappropriate and encourage future compliance with the Student Conduct Code. The educational activity is designed to correspond to the severity and nature of the violation and to clarify the impact of that behavior on Members of the University Community. Educational activities may include, but are not limited to, assessments of substance abuse and other behaviors, community service, workshops, papers and similar assignments.

(i) Loss of Privileges. The Student or Student Organization is denied specified privileges normally associated with Student Status or recognized Student Organization status, such as participation in or sponsorship of University activities, use of University facilities or services, or living in University-owned or supervised housing. Imposition of this sanction against the ASUO an ASUO-recognized group requires approval by the Vice President of Student Affairs Life.

(j) Conduct Reprimand. The Student or Student Organization is given written notice that the conduct engaged in is inconsistent with University standards and expectations and informed that future violations of the Student Conduct Code may result in the imposition of more serious sanctions.

(k) Suspended Sanction. The execution of any sanction authorized under the Student Conduct Code may be suspended. When suspending a sanction, a time limit for the suspension period shall be designated, and subsequent violations of the Student Conduct Code that will terminate the suspension and result in the imposition of the original sanction shall be specified. In the absence of any such violation, the original sanction shall be deemed completed at the end of the suspension period.

(2) Medical Leave. Actions taken pursuant to University policies on medical leave shall not be deemed disciplinary sanctions within the meaning of the Student Conduct Code.

(3) Failure to complete a sanction will be handled pursuant to OAR571-021-0240(3).

571-021-0140  Student Rights

Procedural fairness is basic to the proper enforcement of all University regulations. Accordingly, no disciplinary action shall be initiated or sanction imposed against a Student or Student Organization until they have been notified in writing of the complaints against them and their rights under this Code, and given the opportunity to be heard.

(1) Regulations and disciplinary sanctions affecting the conduct of all Students shall be based on general principles of equal treatment.
(2) The Director of Student Conduct and Community Standards shall insure that the best interests of Students and Student Organizations are served, regardless of whether disciplinary action is taken, by making full use of appropriate medical, counseling and other professional services at the University, or if necessary by making referrals to community resources. For purposes of this Division, the Director may authorize another staff member to carry out any of the Director’s responsibilities unless expressly prohibited from doing so.
(3) Students shall have an opportunity to participate in the formulation of all regulations and policies pertaining to the Student Conduct Code at the University of Oregon.
(4) All University regulations and policies pertaining to student discipline shall be published, distributed, Board of Trustees of the University of Oregon – Seconded Motion from ASAC Resolution: Adoption of Certain Temporary and Permanent Changes to the Student Conduct Code September 11, 2014 Page 13
or posted in such a manner as to furnish adequate notice of their contents to Students or Student Organizations.

(5) Students accused of violations of the Student Conduct Code can expect the following procedural protections:

(a) To be informed of the complaint and alleged misconduct upon which the complaint is based;
(b) To request that appear before the Director of Community Standards resolve the case in an administrative disciplinary conference, as outlined at 571-021-205 or to request a panel hearing.
(c) To be allowed reasonable time to prepare for the hearing or conference.
(d) To be informed of the information upon which a complaint is based and accorded an opportunity to offer a relevant response;
(e) To call and confront relevant witnesses;
(f) To be assured of confidentiality, in accordance with the terms of the federal Family Educational Rights and Privacy Act and Oregon law.
(g) To request that any person conducting a disciplinary conference or serving as a hearings board member or hearing officer be disqualified on the ground of personal bias.
(h) To be considered not responsible for the alleged conduct until proven responsible by a preponderance of the information. If expulsion is a possibility, the standard of proof must be clear and convincing information.
(i) To have an adviser of their choice present at the hearing conference provided that advisor’s schedule does not unreasonably delay the hearing conference. The hearings panel Director shall determine what constitutes an "unreasonable" delay.

571-021-0150 Administration of the Conduct System

[This section of the code designates who is in control of the Conduct System, and how the code and cases are administered.]

(1) Disciplinary Records and Files. Case referrals will result in the development of a disciplinary file in the name of the accused student. If the Student is found not responsible for the complaints, the disciplinary file will become void.

(a) Voided files will be so marked and shall not result in a disciplinary record. Voided files will normally be destroyed after one year. Where a Student files a conduct complaint against another Student, a file shall be created for both Students.

(b) Disciplinary records may be voided by the Director of Conduct and Community Standards for good cause, upon written petition from the student. Factors to be considered in review of such petitions shall include:

(A) The conduct of the Student subsequent to the violation; and
(B) The nature of the violation and the severity of any damage, injury, or harm resulting from it.

(2) Student Conduct Reports.

(a) The Community Standards Committee shall require from University officials, hearings boards, referees, committees and tribunals periodic written reports of the disposition of all student conduct cases dealt with under their jurisdiction. The Committee shall examine such reports for consistency with existing policies and, when necessary, review the reports with the appropriate officials or tribunals.

(b) At the end of each academic year, the Committee shall submit to the President, University Senate, Deans, Department Heads, the ASUO President, and the Office of Student Advocacy, a written report covering the entire Student Conduct Program, including an evaluation of the existing rules, policies, and enforcement procedures. This report shall also detail all Code revisions approved during the previous year and shall be available to any person upon request.
(3) Director of Student Conduct and Community Standards.

(a) The President of the University shall designate a Director of Student Conduct and Community Standards who shall have primary responsibility for administering the Student Conduct Program and coordinating the activities of all University officials, hearing officers, referees, committees, or tribunals that are concerned with the Community Standards Program.

(b) The Director shall be responsible to the Community Standards Committee for maintaining complete records pertaining to the activities of the Community Standards Program. Those records shall include a summary of the business of the Community Standards Committee and a report of the disposition of each disciplinary case handled by any person or group authorized to impose disciplinary sanctions in the name of the University. For record keeping purposes, the Director may prescribe reporting procedures to be followed, in addition to those in paragraph (2) above by those authorized to impose disciplinary sanctions.

(c) The Director shall serve as non-voting Secretary of the Community Standards Committee and as advisor to all individuals and groups authorized to impose disciplinary sanctions. The Director shall serve as a non-voting, ex-officio member of the Residence Hall Governance Committee and of the residence hall Peer Judicial Board.

(d) The Director shall be responsible for gathering and presenting to the Community Standards Committee the reports required by this code.

(4) Student Conduct Code Adoption, Amendment and Revision.

(a) Code establishment. Upon approval by the University Senate and adoption as an Oregon Administrative Rule, this Student Conduct Code becomes effective and supersedes all previous regulations and policies pertaining to student discipline at the University of Oregon.

(b) Code Amendment. This Code may be amended by the faculty except that the sections on delegation to minor tribunals may also be amended by the Community Standards Committee. Amendments to this Code are effective when adopted as Oregon Administrative Rules.

(c) Code Revision. This Code shall be continuously reviewed in its entirety to make sure it is consistent with best practices.

(d) This Code is adopted as Oregon Administrative Rules. The provisions contained in these rules take precedence over any other versions of the Student Conduct Code regardless of where promulgated.

OAR571-021-0160
University Hearings Board; Student Conduct Hearings Panel

[The University Hearings Board is one option that the student has to have their case reviewed. This section of the code outlines how the members of the Hearings Board are chosen.]

(1) University Hearings Board Membership. The University Hearings Board (Hearings Board) shall consist of eighteen members, all of whom—

must be appointed by the University President. The Hearings Board shall consist of:

— (a) Ten registered students at the University of Oregon that have been recommended to the President by the ASUO. Each student member is appointed for a one-year term and may be reappointed for additional terms;
— (b) Four University officers of instruction, all of whom the Committee on Committees of the University Senate shall recommend to the President. Two officers of instruction will serve a one-year term, and the other two will serve a two-year term; and
— (c) Four University officers of administration all of whom the Committee on Committees of the University Senate shall recommend to the President. Two officers of administration will serve a one-year term, and the other two will serve a two-year term.

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(2) Recruitment and selection of student nominees.

(a) The Office of Student Conduct and Community Standards and Office of Student Advocacy will take responsibility during spring term for the recruitment and receipt of applications for new student members to the Hearings Board. The Office of Student Conduct and Community Standards and Office of Student Advocacy will ensure that the nominated students are representative of the diversity of the University of Oregon. Particular efforts will be made to recruit law students.

(b) A review committee consisting of one member of the Office of Student Conduct and Community Standards, one member of the Office of Student Advocacy, one student from the Residence Hall Association, and two members of the ASUO, one of which will be the University Affairs Director, will review the applications for the Hearings Board. The review committee will make every attempt to ensure that the nominated students are representative of the diversity of the applicant pool.

(c) Preference will be given to up to 5 recommended students wishing to return to the Hearings Board for reappointment.

(d) Names of nominated students will be forwarded to ASUO for formal nomination to the University President pursuant to (1)(a).

(e) New student members of the Hearings Board, once appointed by the President, will be trained by the Office of Student Conduct and Community Standards and the Office of Student Advocacy before the end of the academic year in which they are appointed.

(f) New student members shall be ready and available to assume responsibilities for the Hearings Panel at the beginning of the next academic year after they are appointed.

(3) Student Conduct Hearings Panel (Hearings Panel). Student Conduct Code panel hearings, pursuant to OAR571-021-0205, are heard by a panel on which officers of instruction, officers of administration and students are represented, drawn from members of the Hearings Board. A Hearings Panel cannot proceed with fewer than four members present.

(a) A party may challenge a Hearings Panel member or the chair on the ground of personal bias. Any member who is incapable of rendering a fair and objective decision based solely upon the facts, information and arguments presented during the hearing with no influence based on the member’s familiarity with people, facts or the situation arising from outside the hearing is disqualified from hearing the case.

(b) If a Hearings Panel member is disqualified, the chair of the Hearings Panel will determine whether to fill the position by appointment of another member of the Board or to proceed with fewer members so long as the Hearings Panel consists of no fewer than four qualified members.

571-021-0165 University Appeals Board

(The University Appeals Board is one option that the student has to have their case reviewed. This section of the code outlines how the members of the Appeals Board are chosen.)

(1) The University Appeals Board (Appeals Board) is the final appeals body within the Student Conduct Program. As set forth in OAR571-021-0250, the Appeals Board shall be responsible for reviewing substantive or procedural appeals from the decisions of all Hearings Panel administrative conferences in cases except those involving Ssexual mMisconduct which shall be appealed directly to the Vice President for Student Life or designee.

(2) Membership. The Appeals Board shall consist of three faculty members, recommended by the Committee on Committees of the University Senate, and three student members, recommended by the ASUO. Board members shall be appointed by the President and serve for one-year terms. They may be reappointed, but no member may serve for more than two consecutive terms. Temporary members may be appointed to assure full Appeals Board membership during summer session or at such other
times as are necessary. The President shall designate one of the members as pro tem chair of the Appeals Board.

(3) The Appeals Board will elect its permanent chair at its first meeting. A quorum shall consist of two students and two faculty members. The Appeals Board shall establish its own rules of procedure.

571-021-0200 Conduct Procedures

[This section of the code describes the process that the Student Conduct office adheres to following an alleged breech in the code.]

(1) Complaint. Any Member of the University Community may file a complaint against a Student for a violation of the Student Conduct Code. A complaint shall be prepared in writing and directed to the Director of Student Conduct and Community Standards. Any complaint should be submitted as soon as possible after the alleged violation takes place, preferably within one year. Jurisdiction is determined pursuant to OAR 571-021-0115. The longer one waits to file a complaint the less information is likely to be available for the hearing, therefore it is important to file a complaint as soon as possible. Once the Office of Community Standards receives a complaint, the Office has six months to send written notice to the accused Student of the complaint.

(2) Notice. Upon receiving a complaint or notice that a Student may have violated the Student Conduct Code, the Director of Student Conduct and Community Standards shall serve a written notice upon the Student, either by electronic mail or by mailing to the latest address of the Student on file at the Office of the Registrar of the University, or, if necessary, by registered or certified mail or by personal service. Such notice shall inform the student of:

(a) The alleged Code violation;
(b) The opportunity for the student to meet with the Director for purposes of discussing the options for disposition of the case;
(c) The Student’s right to assistance. At an administrative conference with the Director, or a hearing by a Hearings Panel or before the Appeals Board, or the Vice President of Student Life, if applicable, a Student may, but need not represent his or her own interests, or be assisted by someone including but not limited to one of the following representatives:
   (A) The Office of Student Advocacy;
   (B) Another Student;
   (C) A member of the faculty or administration;
   (D) A member of the Oregon Bar.
(d) The requirement to respond within 147 calendar days, excluding breaks between terms or when the student is not registered, to arrange a meeting with the hearing officer. The hearing officer will proceed as provided in (3)(b) if the Student does not arrange to meet or fails to meet with the hearing officer as arranged.

(3) Response.

(a) After proper service of written notice as provided in (2), the Student may arrange to meet with the Director for the purpose of selecting an option for the disposition of the case, either through conference with the Director or staff or through hearing by a Hearings Panel pursuant to OAR 571-021-0210. — (b) If after receiving notice, pursuant to this rule, the Student does not arrange to meet with the Director to select an option for disposition of the case within 147 days, excluding breaks between quarters or when the student is not registered, or if the Student arranges to meet with the Director to select an option to dispose of the case but does not attend such a meeting, the Director of Student Conduct and Community Standards may take any of the actions specified in OAR 571-021-0205 or OAR 571-021-0210 for disposition of the case without consultation with or agreement by the Student.

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— (c) Immediate Referral to Hearings Panel. If the Director of Student Conduct and Community Standards finds that under the circumstances of the case, an immediate referral to a Hearings Panel would be in the best interest of the University or the best interest of the Student, the Director of Student Conduct and Community Standards may make such referral before service of notice upon the student. In such case, the letter sent to the student shall notify the student of the referral to the Hearings Panel and contain the information required in (2)(c).

(4) Conference and Hearing Board Referrals

— (a) The Director of Student Conduct and Community Standards or a designee will conduct a preliminary review to determine whether the alleged misconduct might result in negative notation on transcript, expulsion or suspension from the University. Students not subject to suspension, expulsion or negative notation will be entitled to an administrative disciplinary conference with the Director of Student Conduct and Community Standards pursuant to OAR571-021-0205 or a hearing with a Hearings Panel pursuant to OAR571-021-0210. Students who are subject to suspension, expulsion or negative notation will be entitled to a hearing before a Hearings Panel pursuant to OAR571-021-0210.

(b) Students referred for a hearing by the Director of Student Conduct and Community Standards may elect to have their cases resolved in accordance with OAR571-021-0210. Such an election must be in writing, affirming that the Student has had an opportunity to consult with an adviser of their choosing, is aware a hearing is being waived and that the full range of sanctions may be imposed, including negative notation on transcript, suspension or expulsion or from the University.

(5) With the consent of an Accused Student, the Director of Student Conduct and Community Standards may defer proceedings for alleged minor violations of this Code for a period not to exceed ninety days. Pending complaints may be withdrawn thereafter at the discretion of the Director of Student Conduct and Community Standards or designee.

[This section of the code outlines the rights that an accused student holds during the Conduct procedures, including rights relating to the student’s mental capacity and any mental disorder from which the student may suffer.]

(1) Complainants, witnesses and accused students may have an advisor, as defined at 571-021-0200(2)(c), present during any interviews with the Director of Student Conduct and Community Standards, or designee, and any other disciplinary proceeding.

(2) Students accused of violations that may result in penalties less severe than suspension, expulsion or negative notation may choose will have an administrative conference with the Director of Student Conduct and Community Standards, or designee. The following procedural protections are provided to accused students in disciplinary conferences:

(a) Reasonable access to the case file prior to and during the conference, except to the extent access to such material is prohibited by law. The case file may contain materials that are considered “education records” pursuant to the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended and personal notes of University staff members and complainants. Access to these materials may be prohibited by law. Otherwise, to the extent allowed by law, copies of the case file will be provided upon request.

(b) An opportunity to respond to all information provided and to ask the Director or designee hearing the case to contact relevant and necessary witnesses.

(c) The right to be accompanied and assisted by an adviser.

(d) The right to have the case referred outside the Office of Community Standards if the Student can
articulate a reasonable basis from which to conclude that the Office of Community Standards is biased for some reason that would prevent the student from receiving a fair hearing by the office. Such cases are referred to the Vice President for Student Affairs-Life or his or her designee.

(23) In cases where the Director of Student Conduct and Community Standards concludes that a Student accused of any offense under the Student Conduct Code lacks the mental capacity to respond to the complaint, the Director shall stay the proceeding until such time that the Director concludes that the Student may adequately respond. A stay granted pursuant to this section shall not in any manner preclude a proceeding for medical leave under OAR Chapter 571, Division 23. If the student has been accused of Academic Misconduct, no academic sanction may be imposed during a stay granted pursuant to this section, but the faculty member for the coursework out of which the complaint of Academic Misconduct arose shall request the Registrar to assign a grade of “I” until the disciplinary proceeding has been completed.

(34) No sanctions shall be imposed against a Student who acknowledges engaging in the specific conduct alleged and who submits a written statement from a Student Health Center psychiatrist or a Counseling Center psychologist stating that, as a result of mental disorder at the time of the offense, the Student did not appreciate the wrongfulness of the conduct or could not conform his or her behavior to the requirements of the Code. The Student may submit any other supplemental information pertinent to his or her mental condition to the Director of Student Conduct and Community Standards. If, based upon all information received, the Director decides that the conduct of the Student resulted from mental disorder, the Director shall seek professional assistance and advice, and, if appropriate and legally authorized, consult with the Student’s parent or guardian or take other measures to assure a fair disposition of the case. If the Student has been accused of Academic Misconduct, the faculty member for the coursework in which the Academic Misconduct took place shall assign an appropriate grade.
scheduled date and time for the hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor; 

(c) A Student planning to invite an advisor to a hearing must inform both the Director of Student Conduct and Community Standards and the Hearings Panel of this intention at least seven calendar days prior to the hearing. If a matter includes both an Accused Student and a Complainant, the Director shall promptly notify the other Student of the first Student’s intent to invite an advisor. The other Student shall be afforded an equal right to invite an advisor even if doing so results in the Director and the Hearings Panel receiving less than seven days prior notice.

(d) Advice provided by an advisor may include advising the student how to answer any question posed by the Hearings Panel;

(e) In order to preserve the educational tone of the hearing and to avoid an adversarial environment, advisors are generally not permitted to speak or participate directly in any hearing, except in one or more of the following specific ways:

(A) An advisor may provide a written opening summary or statement.

(B) An advisor may provide an oral closing summary or statement.

(C) An advisor may be allotted a limited time-period to ask one or more questions of the Student the advisor is advising and to allow the Student to respond. Questions asked by an advisor are in addition to questions asked by the Hearings Panel.

(D) An advisor may submit to the Hearings Panel in writing any suggested questions for the Hearings Panel to ask of any other participant who is giving information at the hearing.

(E) The Hearings Panel may permit advisors to question a person providing information at the hearing, if both Complainant and Accused Student independently so request at the beginning of the hearing.

(f) The Hearings Panel will automatically add the name of any person filling the advisor function at a hearing to a list of Hearings Panel Advisors who may be available for other students who wish to consult with an advisor.

(g) An advisor should act in accordance with the standards and values of the University community. If an advisor’s conduct in a hearing is judged to merit disqualification, the Hearings Panel has the authority to remove a person’s name from the Hearings Panel Advisors list and to disqualify that person from serving as an advisor in future hearings.

(4) A Student whose ability to present their own information is hindered either by a language barrier, a documented disability or other serious difficulty with public, oral presentation shall have the right to petition the Hearings Panel to permit someone to speak on the Student’s behalf at the formal hearing. Such a spokesperson may be a friend or family member, a professionally-trained translator or interpreter or a member of the University community but may not be an attorney or any other professional receiving a fee for representing or advising the student.

(5) The Hearings Panel, in its sole discretion, has responsibility and authority for deciding the length of time a party is allowed for closing statement or for questioning, if any, by advisors and at what point in the hearing these should occur.

(6) The Director of Student Conduct and Community Standards or designee shall give an Accused Student notice of the hearing date and the specific complaints against them at least 14 calendar days in advance of the hearing date. Notice shall be by personal delivery or by certified mail to the last address provided by the Accused Student to the university.

(7) An Accused Student shall be accorded reasonable access to the case file, but shall not have access to material the disclosure of which is prohibited by law. Upon request to the Director of Student Conduct and Community Standards, an Accused Student will be provided copies of the case file, except to the extent prohibited by law. The original case file will be retained in the Office of the Director of Community Standards.
The chair of the Hearings Panel may require attendance of relevant witnesses after consultation with the Director of Student Conduct and Community Standards. Notice of required attendance must be personally delivered or sent by certified mail. University Students and employees are expected to comply with these requests, unless compliance would result in significant and unavoidable personal hardship, or substantial interference with normal University activities, as determined by the chair of the Hearings Panel, in consultation with the Director of Student Conduct and Community Standards. In addition, in any formal hearing, either the University or the Student may request the University General Counsel to issue a subpoena pursuant to ORS 183.445.

The Hearings Panel will consider an Accused Student who fails to appear after proper notice to have pleaded “not responsible” to the complaints pending against them. A hearing may be conducted without the Accused Student present, if necessary.

All hearings conducted under the authority of the Student Conduct Code are to be closed unless a student has waived in a signed, written and dated document any restrictions on disclosure of documents, exhibits, written statements, interview notes, photographs, or other materials in the Student Conduct case file or in other education records which could be offered, admitted, identified, described, referred to, or generated in the course of the hearing.

— (a) A waiver of access to education records shall apply to the entire hearing, unless otherwise agreed to by the University and a student Complainant, if there is one, and the Accused Student.

— (b) The chair of the Hearings Panel shall close the hearing unless a waiver is provided to the Director of Student Conduct and Community Standards prior to the beginning of the hearing. Only participants in the hearing shall be allowed to attend a closed hearing. Participants include but are not limited to, the Hearings Panel, the Director of Student Conduct and Community Standards, the Accused Student and the Accused Student’s advisor, interpreter or translator, and appropriate University officials.

— (c) With regards to sexual assault as used in 20 U.S.C. § 1092(f)(8)(B)(iv)(I) (2000), a Complainant and an Accused Student are entitled to the same opportunities to have others present during a campus disciplinary proceeding. A Complainant who alleges sexual assault may have an equivalent number of advisors present during the hearing as the Accused Student. If an Accused Student does not have an advisor, a Complainant alleging sexual assault may still have an advisor present during the hearing. A Complainant who alleges sexual assault also has the right to be present during the portion of hearing when information is being presented.

— (d) Except as otherwise required, the chair of the Hearings Panel may exclude persons from the hearing as necessary to maintain order.

— (e) The Hearings Panel may, on its own initiative, or at the request of a participant, exclude from an otherwise open hearing a prospective witness or witnesses, other than the Complainant and the Accused Student, during the statements of other witnesses.

The chair shall exercise control over the proceedings to avoid needless consumption of time and to achieve completion of the hearing in a timely manner. Any person, including an Accused Student or a Complainant, who disrupts a hearing may be excluded by the Chair.

Procedural questions are subject to final determination by the chair of the Hearings Panel.

Witnesses.

— (a) Witnesses shall be required to affirm that their testimony is truthful. Witnesses may be subject to disciplinary sanctions or perjury for knowingly providing a false statement.

— (b) Questioning witnesses.

_____ (A) Accused Students (not their advisors) and Complainants, may ask relevant questions of witnesses.

_____ (B) Hearings Panel members may ask questions of the parties and witnesses.

Information and evidence.

— (a) The Oregon Evidence Code does not apply except that rules of privilege recognized by Oregon law
shall apply.

(b) Irrelevant, immaterial or unduly repetitious material shall be excluded. All other information of a type commonly relied upon by reasonably prudent persons in the conduct of their serious affairs shall be admissible.

(c) Information may be received in written or oral form.

(d) The Hearings Panel may also take judicial notice of matters which would be within the general experience of University students and faculty members.

(e) Information in hearing alleging Sexual Misconduct. Information about the sexual behavior of a student prior to or subsequent to an alleged Sexual Misconduct incident is not admissible in a hearing unless the following conditions apply:

(A) A description of the information regarding specific instances of sexual behavior, whether of the Complainant or of the Accused Student, is submitted to the Hearings Panel chair no fewer than seven days prior to the hearing (unless the information is otherwise deemed essential by the Hearings Panel chair)

(B) The Student whose sexual behavior is at issue has had an opportunity to provide a written response; and

(C) The Hearings Panel chair finds that the probative value of the information outweighs the danger of undue prejudice to the student.

(15) Hearings shall be tape recorded or transcribed.

(16) Allegations of violations of the Student Conduct Code must be established by a preponderance of evidence except a student may be expelled only based on clear and convincing evidence.¹

(a) The Director shall be responsible for investigating and presenting the case to the Hearings Panel and ensuring that all relevant information is presented on both sides.

(b) For all violations of the Student Conduct Code, it is the complaining party’s burden to prove the case by a preponderance of information except as stated above.

(17) A Complainant, an Accused Student, or a witness may identify concerns about personal safety, well-being or fear of confrontation with another hearing participant to the Director of Student Conduct and Community Standards. The Director will determine what, if any, accommodations are appropriate. Examples of accommodations include, but are not limited to, separate facilities, visual screens, telephone or remote video participation or written submissions.

(a) If another participant objects to the accommodation, the participant shall submit written objections to the chair of the Hearings Panel. Written objections should include information describing how the accommodations proposed will affect the fairness of the hearing.

(b) The Hearings Panel will decide whether to provide the proposed accommodation.

(c) The Hearings Panel will not consider a request for accommodation or the granting or denial of an accommodation in concluding if an Accused Student violated the Student Conduct Code.

571-021-0215 Academic Misconduct Procedures [NO SUGGESTED CHANGES TO THIS SECTION]

[This section of the code describes the process between the student suspected of misconduct and the University Official before the case is taken up by the office of Student Conduct and Community Standards.]

¹ NOTE: The Senate had approved deletion of the clear and convincing standard, but that change is irrelevant upon the deletion of this whole section.
(1) Notice. Upon the discovery of suspected Academic Misconduct, as defined in OAR571-021-0100(1), the University Official with responsibility for the academic matter or the faculty member in whose course the incident occurred shall promptly notify the Student of the incident. This notice shall include a discussion of the option of having the case referred directly to the Director of Student Conduct and Community Standards.

(2) If a Student admits to Academic Misconduct in a course, the faculty member shall impose an appropriate academic sanction up to and including a grade of "N" or "F" and report the incident to the Office of Student Conduct and Community Standards. Written notice of the sanction or resolution without sanction shall be given the Student. If, in the judgment of the faculty member, further disciplinary action is warranted, the report to the Director of Student Conduct and Community Standards shall so indicate. The Student may appeal the academic sanction to the faculty member’s department head and, ultimately, to the dean of the college or school in which the incident originated.

(3) If a Student admits to Academic Misconduct in a situation other than a course, the responsible University Official may determine and implement an appropriate response and report the incident to the Office of Student Conduct and Community Standards. Written notice of the sanction or resolution without sanction shall be given the Student. If, in the judgment of the University Official, further disciplinary action is warranted, the report to the Director of Student Conduct and Community Standards shall so indicate. The Student may appeal the academic sanction to the University Official’s department head or director.

(4) If a faculty member or University Official and a Student cannot agree as to whether Academic Misconduct has occurred, the University Official or faculty member will, not later than fourteen calendar days during which the University is in session after the date the faculty member or University Official notifies the Student, make a written referral of the case to the Office of Student Conduct and Community Standards for resolution. The case will then be conducted in accordance with the procedures established in this Code.

(a) If there is a finding that the Student engaged in Academic Misconduct in a class, in addition to sanctions imposed through the regular student conduct procedures, the faculty member will assign an appropriate grade.

(b) If there is a finding that the Student did not engage in Academic Misconduct, no academic sanction may be imposed.

(5) Reporting Academic Misconduct. Regardless of the method of resolution, University Officials, including faculty members are required to file a written report of any Academic Misconduct with the Director of Student Conduct and Community Standards. These reports shall be treated as confidential and maintained consistent with the Student Records Policy, OAR571-020-0100 et seq.

(6) Withdrawing from a Course.

(a) If a Student’s Academic Misconduct in a course results in an academic sanction, the student will not be permitted to drop or withdraw from the course, or to change the course's grading option, and shall be reinstated in the course in if they have dropped or withdrawn.

(b) If a Student’s Academic Misconduct does not result in an academic sanction, the Student may withdraw from the course or change the course’s grading option at the later of:

(A) Expiration of the withdrawal deadline for the course;

(B) Expiration of the deadline for changing grade options; or

(C) Five business days after the student receives notification of the decision or termination of Student Conduct Code proceedings without sanction.

(c) In the event the Student is found not responsible for Academic Misconduct and the Student no longer feels comfortable returning to the class, the Office of Student Conduct and Community Standards will assist the student to attempt to remove the “w” from the transcript.
Consistent with the primary mission of the Code to establish community standards and procedures that promote an environment conducive to learning by upholding academic standards and by respecting community members, alternative dispute resolution provides an opportunity for individuals affected by violations or alleged violations of this Code to resolve disciplinary matters among themselves, with or without findings of responsibility. Students who participate in a method of alternative dispute resolution and successfully fulfill their obligations may, upon completion of their obligations, have their student conduct record regarding the matter expunged.

(1) Mediation. Mediation is encouraged as an alternative means to resolve allegations of Student Conduct Code violations, where appropriate. The Director of Student Conduct and Community Standards will inform Complainants and Accused Students about the availability of mediation resources. The Director, in the exercise of the Director’s sole discretion, may, except in cases of alleged Academic and Sexual Misconduct, decline to process a complaint until the parties make a reasonable attempt to achieve a mediated resolution.

(a) To be binding under this Code, any mediated resolution must be approved by the Director of Student Conduct and Community Standards. Any agreement will be enforced by the Office of Student Conduct and Community Standards.

(b) Procedures for Alternative Dispute Resolution. Students wishing to pursue mediation shall notify the Director of Student Conduct and Community Standards within fourteen calendar days of receiving written notice of the violation pursuant to OAR571-021-0200.

(c) The Director of Student Conduct and Community Standards may determine if an Accused Student must acknowledge responsibility as a condition of the Director’s approval of a mediation option. If the Director requires an Accused Student to acknowledge responsibility as a condition to approving the mediation, the Director will not proceed until the Accused Student has provided the Director with that acknowledgement.

(d) The Director of Student Conduct will determine whether others affected by the alleged violation are willing to participate in mediation. Parties agreeing to mediation must sign a waiver allowing the Director to receive information from the mediator regarding the progress of the mediation.

(e) Once the necessary parties agree, the Director of Student Conduct and Community Standards will approve a mediator and set a date for a report from the mediator regarding progress. If the Director, in the Director’s sole discretion, determines that mediation is unlikely to be successful, the Director may inform the necessary parties and initiate other procedures.

(2) Restorative Justice. Restorative Justice serves primarily as a diversion program for Accused Students who have acknowledged responsibility for a Code violation and who wish to remedy the effects of the violation.

(a) The Director of Student Conduct and Community Standards will consider approving Restorative Justice in the following circumstances:

(A) The Accused Student acknowledges responsibility for the Code violation;

(B) There are clearly identifiable negative impacts on either individuals or the community resulting from the violation; and

(C) The Accused Student and those impacted by the incident agree to participate in Restorative Justice.

(b) A Restorative Justice outcome shall not be binding unless approved by the Director of Student Conduct and Community Standards. An agreement reached through Restorative Justice will be enforced by the Office of Student Conduct and Community Standards.

(3) The Director of Student Conduct and Community Standards may initiate procedures to make a
determination of responsibility or, in the Director’s discretion, to proceed pursuant to OAR571-021-0240 if an Accused Student who participates in alternative dispute resolution fails to fulfill an obligation or otherwise fails to comply with the approved resolution.

(4) Upon timely completion of a student’s obligation arising from alternative dispute resolution, a student may provide to the Director of Student Conduct and Community Standards documentation of completion. If the Director of Student Conduct and Community Standards concludes the student fulfilled the student’s obligation in a timely fashion, Director of Student Conduct and Community Standards will remove information regarding the violation from the student’s record.

571-021-0230 Emergency Action

[This section of the code describes the rights of the Director of Student Conduct and Community Standards to take Emergency action regarding the accused student when it is necessary to secure the health or safety of any persons.]

(1) The Director of Student Conduct and Community Standards or his or her designee may take emergency action regarding a Student when immediately necessary to secure the health or safety of any persons and there is an alleged violation of the Student Conduct Code.

(2) Emergency Action includes, but is not limited to:

(a) Immediate withdrawal of the Student from the University;
(b) Restrictions on the Student’s presence on University Premises or at University Sponsored Activities.

(3) The Director of Student Conduct and Community Standards may request that the Student secure a medical and psychological evaluation through the Student Health Center or at another facility at the Student’s own expense. The evaluation may be used to determine the appropriateness of withdrawing the emergency action.

(4) When the emergency action takes place, the Director of Student Conduct and Community Standards or designee will:

(a) Inform the Student of the reason for the emergency action;
(b) Give the Student the opportunity to explain why emergency action need not be taken;
(c) Inform the Student that a preliminary hearing will take place according to Paragraph (5) and that the Student will be informed of its time, place, and date; and
(d) Inform the Student of the possible restrictions that may be imposed prior to a panel hearing.

(5) The preliminary hearing shall take place within two business days of the emergency action. At this hearing the Student shall have a full opportunity to demonstrate to the Director of Conduct and Community Standards that emergency action is not necessary pursuant to Paragraph (1). The Student may be represented by a student advocate or other counsel.

(a) Based on the reasonable evaluation of the information presented at the preliminary hearing, the Director of Student Conduct and Community Standards shall notify the Student within 24 hours of the decision to:

(A) Dissolve the emergency action and take no further action;
(B) Dissolve the emergency action but proceed to an administrative conference full hearing regarding the Student’s conduct pursuant to OAR571-021-0210 of the Student Conduct Code; or
(C) Sustain or modify the emergency action until such time as a Hearings Panel may hold a hearing regarding the Student’s conduct a resolution is reached following an administrative conference.

(6) An emergency action shall be reviewed by Vice President for Student Affairs or his or her designee at the request of the Student no sooner than the next working day after the preliminary Board of Trustees of the University of Oregon – Seconded Motion from ASAC Resolution: Adoption of Certain Temporary and Permanent Changes to the Student Conduct Code September 11, 2014 Page 25
hearing. The review shall provide an opportunity for the Student to explain why an emergency action need no longer be imposed. Subsequent review of the same emergency action may be requested no more frequently than every ten days.

(7) A Hearings Panel hearing subsequent to an emergency action shall occur no sooner than fourteen days after the emergency action is imposed, and shall be administered pursuant to OAR571-021-0210 of this Code. If the Director for Student Conduct and Community Standards agrees, the Student may waive the fourteen-day notice requirement in order to expedite the hearings process.

(8) If emergency restrictions on a Student’s housing or enrollment are removed, the Student will not be assessed any fees for reinstatement.

571-021-0240 Imposition of Sanctions, Adjudication of Contempt and Failure to Complete Assigned Sanctions

[This section of the code designates who has authority to impose a sanction, and outlines the responsibility of the student regarding the sanctions.]

(1) A University Official, Hearings Panel or Student Organization that determines that an Accused Student violated the Student Conduct Code may impose sanctions authorized by this Code unless otherwise expressly limited. Sanctions are subject to appeal pursuant to OAR571-021-0250.

(2) A chair of a Hearings Panel or a University Official responsible for making a determination if a student has violated this Code may declare a Student participant in contempt of adjudicative proceedings pursuant to OAR571-021-0120(1)(i) and impose sanctions without complying with the procedures otherwise required in this Code. Adjudication of contempt and sanctions imposed are subject to appeal pursuant to OAR571-021-0250. Imposition of sanctions and the circumstances that gave rise to it shall be reported to the Director of Conduct and Community Standards.

(3) Failure to complete assigned sanctions. The University will use the procedures established by this section to enforce the timely completion of disciplinary sanctions issued under the Student Conduct Code.

(a) A Student who is found responsible for a Student Conduct Code violation and who receives a sanction will be informed orally by the Office of Student Conduct and Community Standards of the consequences of failing to complete the sanction. The Office of Student Conduct and Community Standards will also inform the student in writing of the consequences of failing to complete the sanction as part of the decision letter sent to the Student.

(b) If a Student fails to complete the disciplinary sanction by the assigned deadline, the Office of Student Conduct and Community Standards will send the Student a letter that states:

(A) The Student has five class days after the assigned deadline to provide verification to the Office of Student Conduct and Community Standards that the assigned sanction has been completed or the Student’s record ability to register for classes, drop classes, or change grade options will be placed on hold;

(B) Once the Student’s record is on hold, the hold will not be removed until the Office of Student Conduct and Community Standards has received verification that the Student has completed the sanction; and

(C) The Student is responsible for ensuring that the Office of Student Conduct and Community Standards receives verification of completion of the sanction.

(c) When a hold is placed on a Student’s record, the Office of Student Conduct and Community Standards will inform the Student in a letter that the hold has been placed, the consequences of the hold, and the actions required to have the hold removed.

(d) The hold will be removed immediately once the Student provides verification of completion of the Board of Trustees of the University of Oregon – Seconded Motion from ASAC Resolution: Adoption of Certain Temporary and Permanent Changes to the Student Conduct Code September 11, 2014 Page 26
sanction.

(e) A Student who is unable to register because the student has not completed a sanction may seek a waiver from the Office of Student Conduct and Community Standards. The Office of Student Conduct and Community Standards will grant a waiver, allowing the student to register, provided the Student agrees the Student’s registration may be cancelled immediately and the hold reinstated if the Student has not completed the sanction by a deadline set by the Office of Student Conduct and Community Standards, in its sole discretion.

571-021-0250 Appeals

The University Appeals Board (Appeals Board) is the final appeals body within the Student Conduct Program. As set forth in OAR571-021-0165 this Appeals Board shall be responsible for reviewing substantive or procedural appeals from the decisions of a Hearings Panel issued following an administrative conference.

(1) A decision reached by the Hearings Panel through an administrative conference may be appealed by the Accused Student or Complainant(s) to the Appeals Board within fourteen calendar days of the decision. Such appeals shall be in writing, state the basis for the appeal and be delivered to the Office of Student Conduct and Community Standards. All appeals of cases involving sexual misconduct will be heard directly and exclusively by the Vice President for Student Life or designee; all other appeals will be heard by the Appeals Board.

(a) An Accused Student who does not attend the administrative conference hearing of the Hearings Panel may appeal only to show with direct information that the Accused Student did not receive notice of the conference hearing.

(b) A Complainant(s) who fails to attend any requested meetings with the Director the hearing of the Hearings Panel or fails to present information in a format approved by the Director Hearings Panel may appeal only to show with direct information that the Complainant did not receive notice of the hearing.

(2) Except as the Appeals Board or the Vice President for Student Life determines necessary to explain the basis of new information, an appeal is limited to a review of the verbatim record of the Hearings Panel administrative conference, and supporting documents:

(a) To determine if the Hearings Panel hearing administrative conference, was conducted fairly in light of the complaint made and information presented and in conformity with procedures required in this Code, giving the Complainant a reasonable opportunity to present information, and giving the Accused Student reasonable notice and an opportunity to prepare and to respond to the allegations. A deviation from procedures required by this Code will not be a basis for sustaining an appeal unless significant prejudice results;

(b) To determine whether the decision reached regarding the Accused Student was based on substantial information, that is, whether there were facts that, if believed by the Hearings Panel Director or designee were sufficient to establish that a violation of the Code occurred;

(c) To determine whether the sanction(s) imposed were commensurate with violation;

(d) To consider new information sufficient to alter a decision or other relevant facts not brought out in the original hearing only if such information or facts were not known to the person appealing at the time of the hearing.

(3) No decision of a Hearings Panel, may be overruled by the Appeals Board except through an affirmative vote of a majority of the Appeals Board members present. If the Appeals Board or the Vice President for Student Life overrules a decision in whole or in part, it may:

(a) Modify the decision or sanction; or

(b) Remand for further proceeding.
(4) No appeal shall be allowed unless the party appealing cites specifically to the hearing record and states with specificity the grounds under which the appeal shall be allowed.

(5) The University Appeals Board decision may be appealed to the extent provided in ORS Chapter 183.
Board of Trustees of the University of Oregon

Seconded Motion Regarding
Resolution: Adoption of Proposed Temporary Changes to the Student Conduct Code for Conformity with State Law

Whereas, ORS Chapter 352 gives governance authority for the University of Oregon (“University”) to the Board of Trustees of the University of Oregon (“Board”), including express and implied powers, rights and duties, as well as authority incident to the exercise of any such express or implied powers, rights and duties.

Whereas, the Board retained authority to approve any and all changes regarding student conduct policies;

Whereas, the University’s Student Conduct code needs to be amended in order to be consistent with the aforementioned statutes, which became operative on July 1, 2014;

Whereas, the temporary changes proposed in this resolution do not alter the Board’s ability or desire to engage in a consultative process with the UO President, faculty and students in order to receive recommendations about policy changes to the Student Conduct Code; and

Whereas, the Board’s Policy on Committees authorizes the Academic and Student Affairs Committee to refer matters to the full Board of Trustees as a seconded motion;

Now, therefore, the Academic and Student Affairs Committee of the Board of Trustees of the University of Oregon hereby refers the proposed changes to the Student Conduct Code attached hereto in Exhibit A to the Board of Trustees as a seconded motion, recommending their adoption as temporary. The temporary changes shall remain in effect until permanent written standards of student conduct are recommended and adopted following a more established consultative process.

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Pursuant to ORS 352.010, the faculty is responsible for student discipline. The faculty of the University delegates authority for administering this Code and the Student Conduct Program as provided below:

(1) The Director of Student Conduct and Community Standards shall develop policies for the administration of the student conduct system and procedural rules for the conduct of Community Standards Hearing Board hearings that are consistent with provisions of the Student Conduct Code.
   (a) The Director of Student Conduct and Community Standards and the Community Standards Committee may authorize a Community Standards Administrator to serve simultaneously as a Community Standards Administrator and as a member of the Community Standards Hearing Board. The Director may authorize the same Community Standards Administrator to impose sanctions in all cases.
   (b) Consistent with OAR571-021-0205(1)(d), the Vice President for Student Affairs or designee may serve ad hoc in place of the Director of Student Conduct and Community Standards.
(2) The Community Standards Committee shall be responsible for formulating or approving, prior to implementation, regulations and enforcement procedures pertaining to student conduct matters at the University of Oregon, and recommending to the Board of Trustees of the University of Oregon policy or administrative changes in any aspect of the Student Conduct Program.
   (a) The Committee shall be appointed by the President and shall consist of four faculty members to be recommended by the Committee on Committees and four student members to be recommended by the ASUO. Faculty and student members shall serve staggered, two-year terms and may be reappointed, up to three consecutive terms, or a maximum of six consecutive years. The President may appoint temporary members to assure full Committee membership during summer session or at such other times as are necessary.
   (b) The Director of Residence Life or designee, the Director of Student Conduct and Community Standards and the Director of the Office of Student Advocacy shall be non-voting, ex-officio members of the Community Standards Committee.
(3) Sub-delegation of Authority to Minor Tribunals and hearing officers.
   (a) With the consent of the President of the University, the Community Standards Committee may sub-delegate jurisdiction to handle violations of the Student Conduct Code to University officials, committees or minor tribunals. In all instances such sub-delegation shall be defined by the Committee in terms of specific jurisdiction, enforceable regulations, and maximum disciplinary sanctions that may be imposed.
   (b) Subject to approval by the President, the Community Standards Committee sub-delegates to the Interfraternity Council, Panhellenic Council, Club Sports Executive Committee, and Residence Hall Association the authority to formulate:
      (A) Regulations governing the conduct of their respective organization members;
      (B) Hearing procedures and administrative practices to be followed by their respective tribunals;
      (C) Disciplinary sanctions exclusive of expulsion, suspension, eviction or negative notation on transcript appropriate to the enforcement of their respective regulations; and
      (D) Procedures for publication and notification to affected students of such regulations, hearing
Administration of the Conduct System

[This section of the code designates who is in control of the Conduct System, and how the code and cases are administered.]

(1) Disciplinary Records and Files. Case referrals will result in the development of a disciplinary file in the name of the accused student. If the Student is found not responsible for the complaints, the disciplinary file will become void.

(a) Voided files will be so marked and shall not result in a disciplinary record. Voided files will normally be destroyed after one year. Where a Student files a conduct complaint against another Student, a file shall be created for both Students.

(b) Disciplinary records may be voided by the Director of Conduct and Community Standards for good cause, upon written petition from the student. Factors to be considered in review of such petitions shall include:

(A) The conduct of the Student subsequent to the violation; and

(B) The nature of the violation and the severity of any damage, injury, or harm resulting from it.

(2) Student Conduct Reports.

(a) The Community Standards Committee shall require from University officials, hearings boards, referees, committees and tribunals periodic written reports of the disposition of all student conduct cases dealt with under their jurisdiction. The Committee shall examine such reports for consistency with existing policies and, when necessary, review the reports with the appropriate officials or tribunals.

(b) At the end of each academic year, the Committee shall submit to the President, University Senate, Deans, Department Heads, the ASUO President, and the Office of Student Advocacy, a written report covering the entire Student Conduct Program, including an evaluation of the existing rules, policies, and enforcement procedures. This report shall also detail all Code revisions approved during the previous year and shall be available to any person upon request.

(3) Director of Student Conduct and Community Standards.

(a) The President of the University shall designate a Director of Student Conduct and Community Standards who shall have primary responsibility for administering the Student Conduct Program and coordinating the activities of all University officials, hearing officers, referees, committees, or tribunals that are concerned with the Community Standards Program.

(b) The Director shall be responsible to the Community Standards Committee for maintaining complete records pertaining to the activities of the Community Standards Program. Those records shall include a summary of the business of the Community Standards Committee and a report of the disposition of each disciplinary case handled by any person or group authorized to impose disciplinary sanctions in the name of the University. For record keeping purposes, the Director may prescribe reporting procedures to be followed, in addition to those in paragraph (2) above by those authorized to impose disciplinary sanctions.

(c) The Director shall serve as non-voting Secretary of the Community Standards Committee and as advisor to all individuals and groups authorized to impose disciplinary sanctions. The Director shall serve as a non-voting, ex-officio member of the Residence Hall Governance Committee and of the residence...
hall Peer Judicial Board.

(d) The Director shall be responsible for gathering and presenting to the Community Standards Committee the reports required by this code.

(4) Student Conduct Code Adoption, Amendment and Revision.

(a) Code establishment. Upon approval by the Board of Trustees of the University of Oregon University Senate and adoption as an Oregon Administrative Rule, this Student Conduct Code becomes effective and supersedes all previous regulations and policies pertaining to student discipline at the University of Oregon.

(b) Code Amendment. This Code may be amended by the Board of Trustees of the University of Oregon, consistent with the Policy on Retention and Delegation of Authority upon consultation with the president, faculty and students; faculty except that the sections on delegation to minor tribunals may also be amended by the Community Standards Committee. Amendments to this Code are effective when adopted as Oregon Administrative Rules.

(c) Code Revision. This Code shall be continuously reviewed in its entirety to make sure it is consistent with best practices.

(d) This Code is adopted as Oregon Administrative Rules. The provisions contained in these rules take precedence over any other versions of the Student Conduct Code regardless of where promulgated.
Open Committee Meetings

Number:
US13/14-19

Date of Notice:
Fri, 11/22/2013

Legislation, Resolution, or Policy Adoption:
Legislation

Current Status:
Approved on 04/23/2014

Motion:

SECTION I

1.1 Whereas the importance of transparency for good governance is recognized by public meeting laws nationwide and by the State of Oregon, and

1.2 Whereas the ability of the University of Oregon Senate to discharge its duties in a responsible manner depends on its unfettered access to relevant materials and perspectives,

SECTION II

2.1 BE IT HEREBY MOVED that all meetings of the University Standing Committees, Senate Internal Committees, and Senate ad hoc committees shall be open;

2.2 BE IT FURTHER MOVED that exceptions to this policy shall be limited to the following:

   a) Meetings to discuss confidential records of students or employees;

   b) Meetings to deliberate on honors, awards, or grants to individuals;

   c) Meetings at which a person called to give testimony requests that his or her identity be confidential, in which case the meeting can be closed for the period necessary to protect the identity of the person; and

   d) Meetings whose topics fall under the exceptions to the Open Public Meetings Law (as listed in ORS 192.660);

2.3 BE IT FURTHER MOVED that the Committee shall notify the public of the time, place and intended agenda for each meeting. Said notification shall be submitted for posting on the Senate website not less than two days in advance of the meeting.

2.4 BE IT FURTHER MOVED that the Senate Executive Coordinator in consultation with the Committee on Committees shall implement procedures for such reporting and procedures for the running of committee meetings in compliance with this motion;

2.5 BE IT FURTHER MOVED that the Committee on Committees shall formulate working groups in order to address concerns regarding the FAC (Faculty Advisory Council), the SBC (Senate Budget Committee), the FPC (Faculty Personnel Committee), and all other committees that consider confidential information, and then, develop relevant legislation (as needed) to be considered on October 8, 2014 at the first Senate meeting of the 2014-2015 academic year;

2.6 BE IT FURTHER MOVED that the Committee on Committees will evaluate the effectiveness of this motion during February and March of 2015, and then, the chair of the Committee on Committees will present a report to the Senate both in person and in writing no later than the first meeting in April 2015;
Email from General Counsel Randy Geller regarding Public Meetings Law and the Intercollegiate Athletics Committee

Feedback from former Faculty Advisory Council Chair Kim Sheehan

Feedback from former Faculty Advisory Council member Edward Kame'enui

Feedback from Committee on Committees member Anne Laskaya

Open Letter to the Senate on Making FAC Meetings Public

Redlined version of motion, updated 04/15/2014

Legislative History:

This motion was amended on the floor of the University Senate. Attached is a redlined version of the original motion.
# System of University Service

## Academic & Research (16)
- Academic Council [Tier 2]
- Academic Excellence*
- Academic Requirements [Tier 2]
- Committee on Courses [Tier 1]
- Faculty Personnel [Tier 1+]
- Faculty Research Awards [Tier 2]
- Graduate Council [Tier 2]
- Instructional Technology* [Tier 1]
- International Scholarships (AAG) [Tier 1]
- Library [Tier 2]
- Library [Tier 2]
- Research Council* [Tier 2]
- ROTC Advisory [Tier 3]
- Scholarships [Tier 2]
- Scholastic Review [Tier 2]
- Study Abroad Programs [Tier 2]
- Undergraduate Council [Tier 2]

## Administrative (12)
- Campus Planning [Tier 2]
- Classified Staff Training & Development Advisory Committee (AAG)
- Coalition on Intercollegiate Athletics (COIA)*
- Committee for LGBTQI Concerns [Tier 2]
- Environmental Issues [Tier 3]
- Equity, Inclusion, & Diversity* (AAG)
- Intercollegiate Athletics
- Nontenure-Track Faculty [Tier 3]
- Officers of Administration Council (AAG) [Tier 1]
- Ombuds Advisory Board* [Tier 2]
- Policing Review Board*
- Respect & University Community Values Committee* [Tier 2]
- Tenure Reduction, Retirement, and Emeriti [Tier 3]

* denotes new committees (not on website) (AAG) denotes an Administrative Advisory Group
Awards (2)

Governance (13)
- Board of Trustees Liaison*
- Committee on Committees [Tier 2]
- Faculty Advisory Council [Tier 1+]

Grievances & Appeals (4)
- Faculty Grievance Appeal [Tier 3]
- Promotion-Tenure-Retention Appeal [Tier 2]
- Student-Faculty Committee on Grievances [Tier 3]

Student Matters (6)
- Erb Memorial Union Board of Directors (AAG) [Tier 2]
- Family Housing Board/Family Housing Review Board (AAG)
- Student Conduct and Community Standards [Tier 3]

* denotes new committees (not on website)
(AAG) denotes an Administrative Advisory Group
OPEN COMMITTEE MEETINGS AT THE UNIVERSITY OF OREGON:

Senate motion US13/14-19, passed in Spring 2014, states that “all meetings of the University Standing Committees, Senate Internal Committees, and Senate ad hoc committees shall be open.”

Below is a set of guidelines for running your committee meetings according to Senate motion US13/14-19, which was based upon the Oregon Public Meetings Law, and on good practices.

**Notice of Meeting: Content and Posting**

Each committee must provide notice prior to each of its meetings. The notice must be sent to the Senate Executive Coordinator for public posting at least two full working days prior to the meeting day.

Notice must include the following:
- Date, time, and location of meeting;
- Agenda;
- Contact information for participants who wish to request disability accommodations.

**Meetings: Process and Protocols**

Meetings shall be run according to Robert's Rules of Order [http://www.robertsrules.org], especially in regard to the making of motions and voting. The Chair is strongly encouraged to use a speaker's list for the participation of committee members in discussion. Please see the following website for information about the protocol regarding Senate motions [http://senate.uoregon.edu/content/protocol-regarding-motions].

Please note that meetings must be held on campus and must be “accessible to individuals with mobility or other impairments (Oregon Attorney General's Public Records and Meetings Manual [WEB CITE]; hereafter DOJ).” Meetings conducted by telephone conference calls, email, or other electronic communication are also subject to this Senate legislation. “Notice and opportunity for public access must be provided when meetings are conducted by electronic means.” [DOJ]

All decisions and voting must be public, although discussions on confidential matters can be held in executive session. In the case of awards or student records, voting may be done in executive session by private, anonymous ballot.
Minutes: Preparation and Posting

Minutes must be taken for all public meetings and sent to the Senate Executive Coordinator for posting "within a reasonable time after the meeting." Written (including electronic), audio, and video minutes are all acceptable. However, all motions and reports emerging from a committee must be in written form.

Minutes do not need to be a verbatim transcript; however, they must include the following information:

- The names of all members of the committee present;
- The text of all motions, proposals, and resolutions voted upon;
- The result of each vote;
- The general substance of discussions.

Exceptions for Executive Session

If you wish to close a meeting to members of the public by going into executive session, you may only do so for following reasons (per US13/14-19):

a. Meetings to discuss confidential records of students or employees;
b. Meetings to deliberate on honors, awards, or grants to individuals;
c. Meetings at which a person who is giving testimony requests that his or her identity remain confidential and the testimony does not involve policy-making, in which case the meeting can be closed for the period necessary to protect the identity of the person;
d. Meetings whose topics fall under the exceptions to the Open Public Meetings Law (as listed in ORS 192.660);
e. Please note: most applicable exceptions are covered in points a-c, above. However, you can find a full listing at https://www.oregonlegislature.gov/bills_laws/lawsstatutes/2013ors192.html

All decisions made by the committee must be public—no decisions can be made in executive session, except in matters related to awards or student records. Minutes must specify the justification for going into executive session. The substance of discussions in executive session must not be recorded in the minutes.

Public Participation: Order and Length of Appearances

“The right of public attendance guaranteed by the Public Meetings Law does not include the right to participate by public testimony or comment...The presiding
officer has inherent authority to keep order and to impose any reasonable restrictions necessary for the efficient and orderly conduct of a meeting. If public participation is to be a part of the meeting, the presiding officer may regulate the order and length of appearances and limit appearances to presentations of relevant points (DOJ).” (DOJ)

Frequently Asked Questions (FAQ's)

1) Q: What is a public meeting?
A: “A public meeting is the convening of any governing body for which a quorum is required to make or deliberate toward a decision on any matter, or to gather information (DOJ).” (DOJ)

2) Q: What if the agenda for the meeting changes at the last minute, or we end up talking about something unexpected?
A: It is not a problem if your agenda changes unexpectedly. Please include as much information as possible on the agenda that you send to the Senate Executive Coordinator and please make sure to take accurate minutes for posting after the meeting.

3) Q: What if we have to hold an emergency meeting and can’t provide the required amount of notice?
A: If you need to hold a special or emergency meeting, then please send the Senate Executive Coordinator your notice of meeting as soon as possible. In both your agenda and minutes, please be sure to state the specific reason(s) for the special or emergency meeting.

4) Q: What if our committee meets via conference call or email?
A: You can hold electronic meetings as long as they meet the same requirements as in-person meetings regarding notice, public accessibility, and minute taking.

5) Q: Is the public allowed to participate in these meetings?
A: This is in the discretion of the chair or the committee as a whole.

Further Information and Resources

Senate motion US13/14-19:
http://senate.uoregon.edu/content/open-committee-meetings

Oregon Revised Statutes:
5) Q: How big of a meeting space do I need to have?
A: “The governing body should consider the probable public attendance and should meet where there is sufficient room for that expected attendance (DOJ).”
<table>
<thead>
<tr>
<th>Committee Name</th>
<th>Status</th>
<th>Next Steps</th>
<th>Contact WG?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Council</td>
<td>Legislation passed - DONE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Excellence* (Research Council)</td>
<td>WG report received, not reviewed by SEC or COC</td>
<td>Bring WG report to SEC &amp; COC; then have Rob contact Provost's office before bringing to Senate</td>
<td></td>
</tr>
<tr>
<td>Academic Requirements</td>
<td>Legislation passed - DONE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board of Trustees Liaison*</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus Planning</td>
<td>Legislation passed, but WG recommends further work (see Senate motion US 13/14-49)</td>
<td>Bring Senate motion US 13/14-49 before the Senate</td>
<td></td>
</tr>
<tr>
<td>Classified Staff Training &amp; Development Advisory Committee (AAG)</td>
<td>Draft received from CSTDAC, semi reviewed by WG, not received by COC or SEC</td>
<td>Forward newest draft to WG</td>
<td>YES - see note to the left</td>
</tr>
<tr>
<td>Coalition on Intercollegiate Athletics [COIA]*</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Committee on Committees</td>
<td>Legislation passed, but need to update to include ex officio members (current &amp; Senate leadership); also include at least 1 OA &amp; at least 1 classified</td>
<td>Bring to COC</td>
<td></td>
</tr>
<tr>
<td>Committee on Courses</td>
<td>Legislation passed - DONE</td>
<td></td>
<td></td>
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<tr>
<td>Distinguished Service Awards and Honorary Degrees</td>
<td>Legislation passed - DONE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Distinguished Teaching Awards</td>
<td>Legislation passed - DONE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diversity &amp; Campus Climate (WG only)</td>
<td>N/A? Reviewed LGBTQI Committee</td>
<td></td>
<td></td>
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<tr>
<td>Environmental Issues</td>
<td>Legislation passed - DONE</td>
<td></td>
<td></td>
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<tr>
<td>Erb Memorial Union Board of Directors (AAG)</td>
<td>WG report received, not reviewed by SEC or COC. Send Mandy's report to WG to get their approval before bringing to COC &amp; SEC YES - see note to the left</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equity, Inclusion, &amp; Diversity (AAG)*</td>
<td>WG report start received, but this may not be a Senate standing committee Email WG for clarification &amp; let them know what Yvette did this fall YES (AAG group)</td>
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<tr>
<td>Faculty Advisory Council</td>
<td>Legislation passed - DONE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Grievance Appeal</td>
<td>2 different WG reports received (not agreement) Bring to COC &amp; explain Margie's suggestion/interpretation (contact WG at that time as well): FGAC applies to non-bargaining unit members. If someone in the Senate Yes, see notes to left</td>
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<tr>
<td>Faculty Personnel Committee</td>
<td>Legislation passed - DONE</td>
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<tr>
<td>Faculty Research Awards</td>
<td>Legislation passed; Brad Shelton feels results are not acceptable for his office. (Have also heard from Moira &amp; offered to meet.) Talk with Rob/Brad/Moira? Maybe</td>
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<tr>
<td>Family Housing Board/Family Housing Review Board (AAG)</td>
<td>WG report not received YES (AAG group)</td>
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<tr>
<td>Graduate Council</td>
<td>Legislation passed - DONE</td>
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<tr>
<td>Group Name</td>
<td>Status</td>
<td>Notes</td>
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<tr>
<td>Instructional Technology*</td>
<td>WG report received, not reviewed by SEC or COC</td>
<td>Bring WG report to SEC &amp; COC</td>
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<tr>
<td>Intercollegiate Athletics</td>
<td>WG not meeting, nothing done</td>
<td></td>
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<tr>
<td>InterInstitutional Faculty Senate</td>
<td>Legislation passed - DONE</td>
<td></td>
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<tr>
<td>Legislative Matters*</td>
<td>N/A?</td>
<td></td>
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</tr>
<tr>
<td>Lesbian, Gay, Bisexual and Transgender Concerns (now Committee for LGBTQI Concerns)</td>
<td>Legislation passed, but still under discussion with the committee.</td>
<td>Talk with Chicora</td>
<td></td>
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<tr>
<td>Library</td>
<td>Legislation passed - DONE</td>
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<tr>
<td>Nontenure-track Instructional Faculty (now Nontenure-Track Faculty)</td>
<td>Legislation passed, but see question from B. Altmann</td>
<td>I'm writing to raise the question of whether we still need the Senate-mandated NTTF committee. In many ways, the work of that committee has been taken on by United</td>
<td></td>
</tr>
<tr>
<td>Off-Campus Scholarships and Grants (AAG) (now International Scholarships Committee)</td>
<td>Legislation passed - DONE</td>
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<tr>
<td>Officers of Administration Council (AAG)</td>
<td>Legislation passed - DONE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ombuds Advisory Board*</td>
<td>WG report received, not reviewed by SEC or COC</td>
<td>Bring to COC &amp; SEC</td>
<td></td>
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<tr>
<td>OUS Faculty Leadership Council*</td>
<td>N/A?</td>
<td></td>
<td></td>
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<tr>
<td>Committee</td>
<td>Status</td>
<td>Notes</td>
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<td>------------------------------------------------</td>
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<tr>
<td>Student Conduct and Community Standards</td>
<td>Legislation passed - DONE</td>
<td></td>
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<tr>
<td>Student Health Advisory Council (AAG)</td>
<td>WG report not received</td>
<td>YES (AAG WG)</td>
<td></td>
</tr>
<tr>
<td>Student-Faculty Committee on Grievances</td>
<td>US 13/14-42 Notice Given</td>
<td>YES - let them know it will be taken up in the fall</td>
<td></td>
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<tr>
<td>Study Abroad Programs</td>
<td>Legislation passed - DONE</td>
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<tr>
<td>Tenure Reduction, Retirement, and Emeriti</td>
<td>Legislation passed - DONE</td>
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</tr>
<tr>
<td>Traffic Appeals Board (AAG)</td>
<td>US 13/14-42 Notice Given</td>
<td>YES - let them know it will be taken up in the fall</td>
<td></td>
</tr>
<tr>
<td>Transparency Committee</td>
<td>WG report received, reviewed by COC (which made changes, which I emailed to Margie and Dave). Only needs SEC approval.</td>
<td>Bring to SEC</td>
<td></td>
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<tr>
<td>Undergraduate Council</td>
<td>Legislation passed - DONE</td>
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<tr>
<td>University Appeals Board</td>
<td>WG report received, not reviewed by SEC or COC</td>
<td>Bring to COC &amp; SEC</td>
<td></td>
</tr>
<tr>
<td>University Hearings Board</td>
<td>WG report received, not reviewed by SEC or COC</td>
<td>Bring to COC &amp; SEC</td>
<td></td>
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<tr>
<td>UO Senate</td>
<td>N/A</td>
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</tbody>
</table>
Dear Rob,
As we head into the new year, I'm writing to raise the question of whether we still need the Senate-mandated NTTF committee. I broached the topic with last year's committee at our last meeting, and I mentioned it to Margie Paris as something to think about. In many ways, the work of that committee has been taken on by United Academics, so the challenge will be to redefine the mandate of the committee if we decide it should continue to exist.

Could I ask you to think this through with the Senate Executive Committee and make a decision as to how we will proceed? Normally at this time of year, my assistant in Academic Affairs would start scheduling meetings for the NTTF group. I'm going to ask her to hold off until we hear back from you.

Thank you — and I look forward to working with you on Senate matters again this year!

Yours,
BKA