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# HR General Administrative and University Policies

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## Access Control Procedures

**To address concerns regarding unauthorized individuals and illegal dumping on Lincoln University property, and to ensure the safety of faculty, staff, students, and visitors to our campus, the Department of Public Safety and Security will implement the following procedure, effective January 17, 2000.**

- 1. All vehicular and pedestrian access to the main campus shall be conducted at two (2) points.**

- › Main Gate (Arched Gate) for Faculty/Staff/Students; Open 24 hours per day/7 days per week.
- › Visitor Gate (Middle Gate) for Students/Visitors; Open 12 hours per day/5 days per week (6 AM to 6 PM) & during Special Events.
- › ALL OTHER GATES AND POINTS OF ENTRY SHALL BE CLOSED TO VEHICULAR AND PEDESTRIAN TRAFFIC.

2. All pedestrians and vehicles entering campus shall comply with established procedures and instructions received from Campus Safety Officers.

- › All students, faculty, staff, and visitors' vehicles shall display an authorized parking permit (issued by the Department of Public Safety & Security) according to procedure and instructions.
- › To gain access to the campus after 6 PM and on weekends, a valid Lincoln University identification card shall be presented to the Campus Safety Officer at the point of entry.
- › All visitors shall request, secure and present (when requested by a University official), a visitor's pass issued by the Department of Public Safety & Security.
- › Failure to comply with access control procedures will result in denial of access to Lincoln University property.
- › Unauthorized individuals found on Lincoln University's campus can be prosecuted for criminal trespass.
- › Lincoln University assumes no liability for granting access to Lincoln University property.

The following information is just a reminder of the vehicle registration and parking policies of Lincoln University.

Parking at Lincoln University is limited. All motor vehicles operated on Lincoln University property by students, staff, and faculty must be registered with the Department of Public Safety and Security. In order to register a motor vehicle on campus you must provide the following:

- current driver's license
- current registration
- current inspection sticker
- valid proof of insurance

Failure to register your motor vehicle will result in denial of admittance to the campus in an unregistered vehicle. All unregistered vehicles found on campus will be towed at the owner's expense. Effective 1/18/00, all unregistered and unauthorized vehicles found on campus will be towed at the owner's expense.

**Note: Freshmen are not permitted to have vehicles on campus.**

Possession of a permit does not guarantee a parking space. Lack of available parking is not a valid excuse for violating parking regulations. Parking is permitted only in approved spaces. All other areas not specifically designated for parking shall be considered as no parking areas. All illegally parked vehicles will be towed at the owner's expense.

### **Campus Parking Violations**

In as much as the roads on campus are used for pedestrian and

vehicular traffic, it is necessary that all vehicles be operated at or below 15 MPH.

It is the responsibility of the registered vehicle owner that the vehicle, regardless of the operator, is parked in conformance with the University parking regulations listed below:

- › Double parking
- › Parking in "No Parking" zones
- › Parking in a "Handicapped" space without a state-issued placard or license plate
- › Blocking fire lanes, fire exits, or within 15 feet of a fire hydrant
- › In "Loading Zones," unless loading or unloading, flashers must be on, and time is limited to fifteen minutes
- › Along or over walkways
- › In any grassy area (except during special events when authorized by the Department of Public Safety and Security)
- › Blocking driveways
- › Parking in "Reserved For" areas

Warning: Effective 1/18/00, any vehicle violating the parking rules of the University will be towed at the owner's expense.

### **Authorized Parking Areas**

- › The following is a list of the University parking lots and those persons authorized to park in those lots:
- › Azikiwe Nkrumah Hall (side lot) - visitors only
- › Azikiwe Nkrumah Hall (rear lot) - staff/faculty only

- › Lincoln Hall - senior staff/visitors
- › McRary Hall - students only
- › Manuel Rivero Hall - open parking
- › Hansberry Hall - student parking
- › Dickey Hall/Library - staff/faculty only
- › Wright Hall - staff/faculty only
- › Chapel - open parking
- › Center Gate - open parking
- › Alumni House - open parking
- › Grim Gym - staff/faculty only
- › Lincoln House - registered guests
- › Guest House - open parking
- › Bond House - residents/guests
- › Cannon House - residents/guests
- › Foster House - residents/guests
- › Physical Plant - maintenance only

## **ACKNOWLEDGMENT AND PROCESSING OF GIFTS**

### **I. Acknowledgment of Contributions**

Effective immediately, the University has implemented explicit policies and procedures regarding the acknowledgment and processing of all gifts and contributions.

All gifts and contributions received by the Office of Development and External Relations will be recorded within two business days.

- Official acknowledgment and letters of appreciation to all individual and corporate donors will be forwarded within seven business days of receipt. This acknowledgment also represents a receipt for the IRS.
- All gifts and contributions received by the Office of Development and External Relations are coded for deposit to correct fund and forwarded with a transmittal memorandum to the Controller in the University's Business within forty-eight (48) hours or less.
- All donations are listed according to distribution - i.e., Endowment, Restricted or Unrestricted. The transmittal memorandum also includes: category classification, name, addresses, check/money order or credit card number, amount, class year (if applicable), purpose and any explanatory notes.
  - Restricted Gifts - are contributions made to specific groups and/or for specific purposes designated by the donor (e.g., to the Physics Department or for a Writing Prize. These funds do not earn interest.)
  - Unrestricted Gifts - are contributions that are used and distributed for purposes determined by the University. These funds also do not earn interest.
  - Endowment Gifts - are contributions that are pooled and invested as a group in order to earn maximum interest. Earned interest from the principal can be used for scholarships, prizes or other purposes designated by the donor.

If you have not received an acknowledgment from the Office of Development and External Relations within seven business days,

please call our office at 610-932-8300, ext. 3456.

## II. Other Office Procedures

- Guidelines relative to donors/donations and sponsors and the written policy that governs each category.

Donors are categorized based upon a) their giving totals (i.e., Dickey Society; Bond Society, etc.); b) affiliation to the University (i.e., trustees, alumni, friends, corporation, etc.) and c) whether their gift is restricted or unrestricted. Each of the giving societies has specific giving levels associated. The donor is encouraged to give at that level annually or increase his/her gift to the next giving society. For example, in order to remain in the Horace Mann Bond society a donor must give \$500 to \$999. Each of the other giving societies follows these guidelines. All of these contributions are fully tax deductible as allowed by law.

All sponsorships are restricted gifts to a particular program (i.e., golf tournament, Founder's Day, etc.). Generally the University provides sponsors with goods or services (i.e., food, advertising, entrance fees, etc.). The fair market value is deducted from the total gift received and the remaining portion is tax deductible. For example, a \$1,500 sponsorship to the golf tournament receives four player slots (\$500) and a full page ad (\$150), therefore the tax deductible amount would be \$850 calculated as follows: \$1,500 less \$650 = \$850. It should be noted that if a sponsor donated \$1,500 and received no goods or services, the entire amount would therefore become fully tax deductible.

- How tax deductions are calculated and acknowledged for sponsors/corporations.

Tax deductions are calculated by total costs less goods/services received. For example, a Founder's Day Dinner

ticket cost \$100 and the meal is priced at \$45. Therefore, \$55 would be tax deductible. It is this amount that would be credited to the donor's giving history. For additional examples, please refer to the above section.

- The written policies and procedures that govern in-kind giving University-wide.

In-kind contributions are given a fair market value (FMV). The gift is acknowledged in written form for the FMV, and the donor is able to take a tax deduction. The donor receives credit for the FMV as part of his/her giving history. For a gift to be credited, documentation must be received in the Development Office. For example, a donor cannot expect to receive credit for donating \$300 worth of sodas to the golf tournament without proper written documentation. For another example, State Farm Insurance Company donated 25 computers, 25 monitors and 15 printers. This gift was accompanied by written documentation and an FMV was established and a letter was sent to State Farm indicating such. We include the latter example in the University's giving totals, but not the former.

## **BUSINESS TRAVEL EXPENSES**

### **General Guidelines**

All business travel requests must be submitted on a Travel Authorization Form and be approved in advance by the appropriate Dean or Vice President, or in the event of overseas travel, by the President. A traveler should submit all paperwork at least 10 business days in advance to ensure approvals and processing of any travel advances.

Only those employees who have followed University policy and procedures for travel by completing the Travel Authorization Form

will be permitted to travel on University business at the expense of the University.

The University will not pay for any unapproved travel expense, travel expense not approved prior to the trip, or travel expense not approved by authorized University personnel.

Employees who are involved in an accident while traveling on business must, within 24 hours, report the incident to their immediate supervisor and Risk Management at x7594 or 8059 and, if a University vehicle, Fleet Management at x7113. Vehicles owned, leased, or rented by Lincoln may not be used for personal use.

With prior approval, a family member or friend may accompany employees on business travel, when the presence of a companion will not interfere with the successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved, and as long as a Fleet Management vehicle is not used. Additional expenses arising from such non-business travel are the responsibility of the employee.

When travel is completed, employees should submit completed travel expense reports within 45 days. Receipts for all expenses whose total is greater than \$10.00 must accompany reports and be attached to an 8-1/2" x 11" sheet of paper. For example, if two receipts for the same type of expense (e.g. tolls) are less than \$10.00 separately but total \$10.00 together, they must be submitted.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

### **Travel Procedures for Air, Amtrak, Hotel, and Car Reservations**

Once the required Travel Authorization Form has been submitted and proper approval has been attained, it will be up to the employee or referring department to make the travel reservations. Approval for all reservations for a single trip should be requested at the same time. For example, for an overnight stay, the airline, hotel, and car rental information (if necessary) should be requested simultaneously on one Travel Authorization Form for the dean's, Vice President's, or president's approval.

The University will pay for transportation costs associated with travel booked through an approved travel agency, or through an online agency.

Travel arrangements reserved through the University will be paid by the University and booked through a Lincoln University approved travel agent. Currently, International Tours & Galaxsea Cruises is a Lincoln University approved travel agent. A traveler profile must be completed and on file.

Employees choosing not to make travel arrangements through the University must pay for their travel in advance using a personal funding source.

Employees choosing to book travel through online services should be aware that they may not have the benefit of using the services of a personal travel agent should they experience difficulty with their hotel, flight, logistical, travel, emergency, vehicle or other arrangements prior to or once travel has commenced. Please note

that the University will not reimburse for any travel change or cancellation. If the University has not booked the trip, the traveler is responsible to get the refund from the travel agency.

Fleet Management may be used to obtain a rental car or University vehicle. Please refer to the Fleet Management policy or contact the office at x7113.

It is the policy of Lincoln University to secure the least expensive airfares and will therefore search all airlines, including low-cost carriers when making their own travel arrangements. The University will not pay for first-class or business class fares. All other travel-related expenses, i.e., meals, etc., will be reimbursed through the Travel Expense Statement. Employees are expected to limit expenses submitted for reimbursement to business-related purposes.

### **Advance Payment of Travel Expense**

When a registration or similar fee requires payment in advance of the travel date, the date required should be indicated on the Pre-travel Authorization Form with appropriate documentation attached. The University will then remit payment directly to the applicable organization.

### **Travel Advances**

If the estimated cost of an approved trip exceeds \$200, the Business Office will provide the employee with an advance of up to 50 percent of the estimated cost. The requested advance must be submitted on an approved Travel Authorization Form received by the Business Office no later than 10 days prior to the date the check is needed. Travel advances will not be released more than five days before the travel is to begin.

Requests for future travel advances will not be honored if the previous advances have not been reconciled and unspent funds have not been returned to the Business Office.

### **Entertainment Expenses**

Expenses generated for the purpose of entertaining (lunch, dinner, etc.) vendors, visiting lecturers, and other non-employee constituents of the University for the purpose of conducting business is permitted and will be reimbursed for all reasonable expenses. Entertainment expenses should be submitted within 45 days of occurrence and should be submitted along with receipts on the appropriate forms.

### **Mileage Reimbursement**

Employees will use the University mileage rate as published by the Fiscal Affairs Office, plus actual expenses for tolls and parking fees (with receipts). Mileage is calculated as originating from Lincoln University's main campus or Graduate Center, depending on the primary location of employment. If the destination is not listed on the back of the Travel Expense Statement, please provide a copy of the destination on Mapquest.

Please note that mileage will only be reimbursed if travel resulted in expenses that would not otherwise be incurred during a normal workday. For example, a Lincoln University employee lives adjacent to the Graduate Center but his/her primary worksite is located at the Main Campus. The employee must make a university-related visit to the Urban Center on his/her way home. The employee does not receive a mileage reimbursement since the visit did not result in any additional cost to the employee.

### **International Travel**

All foreign travel must be approved by the President of the University before the travel is scheduled to begin. The request for

travel authorization form must be accompanied by a well-defined proposal stating the particular programmatic benefits that will be derived from the travel.

### **Travel for Employee Recruitment**

All travel arrangements for all faculty and staff recruitment will be handled by the corresponding department. Travel Authorization Forms must be completed for each candidate and approved by the appropriate vice president. After approval has been obtained, all travel for recruitment requiring agency assistance should be coordinated through International Tours or other Lincoln University approved travel agency.

If the candidate lives within driving distance (100 miles) of Lincoln University, the candidate will be expected to use his/her personal vehicle to travel to Lincoln University and will be reimbursed for mileage and reasonable expenses after submitting original receipts to the responsible office.

Please note that the most economical travel should be used unless the arrangements are detrimental to the candidate and/or department's schedule. Unreasonable travel expenses, i.e., car rental charges, hotel reservations, etc., will not be reimbursed unless approved in advance by the appropriate vice president.

### **Substantiation of Expenses**

In general, receipts for expenses incurred by the employee must be attached to the claim that is submitted for reimbursement. A Statement of Travel Expense Report, with all receipts attached, is required to be submitted to settle all travel advances, regardless of whether the actual expenses incurred were less than or more than the amount of the advance. Advances in excess of substantiated expenses shall be repaid to the University immediately upon

completion of the travel for which the advance applied. Receipts are required for all expenses.

*Reasonable expenses that will be reimbursed include the following:*

- › Car rental fees, only for compact or mid-sized cars.
- › Fares for shuttle or airport bus service (upon arrival at destination city), where available or costs of public transportation for other ground travel.
- › Taxi and limousine fares, only when there is a no less expensive alternative.
- › Overnight stays for seminars or training programs when the distance is greater than 55 miles from Lincoln University one way.
- › Cost of standard accommodations in low to mid-priced hotels, motels, or similar lodgings.
- › Lodging at a facility other than at the conference site when such lodging cannot be obtained.
- › Cost of meals, no more lavish than would be eaten at the employee's own expenses to a maximum of \$50.00 per day, including taxes and tips, for overnight stays. A maximum of \$30.00 per day, including taxes and tips, for day travel of six (6) hours or more.
- › Tips (are inclusive of the daily meal per-diem) not exceeding 18% of the cost prior to tax of a meal or 10% other.
- › Charges for telephone calls, fax, and similar services required for business purposes.
- › Charges for one personal telephone call lasting 15 minutes each day for overnight stays.

- › Laundry services for an overnight business stay greater than 5 days.

## **COPYRIGHT LAW**

When considering the use of copyrighted material in coursepacks, anthologies, or classroom handouts, within the scope of your courses, the policy of Lincoln University is to conform to all applicable laws, including US Copyright Law.

Although copying all or part of a work without obtaining copyright permission may appear to be an easy, convenient and inexpensive solution, such unauthorized copying can frequently violate the rights of the author or publisher of the copyrighted work. While there is always a concern for student budgets, obtaining course materials legally by acquiring the necessary copyright permissions is important to the protection of the Lincoln University academic community.

The fact that materials are reproduced for coursepacks, anthologies, or classroom handouts for educational purposes alone does not make the use a fair one. In an effort to offer "a reasonable interpretation of the minimum standards of fair use" in an educational setting, Congress endorsed the fair use guidelines for educators making multiple copies of portions of books and periodicals for use in the classrooms, called the "Classroom Guidelines." These guidelines expressly prohibit some types of copying as not being fair use, such as making unauthorized coursepacks.

Therefore, faculty wishing to create coursepacks, anthologies or to post copyrighted material on websites should know:

1. That there are advantages to using a course/vendor that clears copyright legally.

2. That if you choose to clear copyrights yourself, you should keep copies of the permission agreements and always keep a copy of a permission agreement if you turn the original over to a supplier.
3. That many copyright permissions can be obtained within a couple of days but sometimes it may require at least six to eight weeks to obtain the necessary permission.
4. That you will have to exclude from your coursepacks, anthologies, or handouts any copyrighted materials for which permission has not been granted.
5. That permission, unless otherwise stated by the publisher or copyright holder, generally must be sought for each use of the material for each semester, even if the coursepack is identical from semester to semester.
6. That putting copyrighted materials on a web site does not change the need to obtain copyright permission.

## **DIRECT DEPOSIT PROGRAM FOR NEWLY HIRED EMPLOYEES**

It is the policy of Lincoln University that all newly hired employees will be required to use the Direct Deposit method of payment. This means that the amount of employee's paycheck, minus mandatory, applicable taxes and voluntary deductions, will be deposited directly into their personal bank account. This method of payment is offered for both convenience and security purposes. A Direct Deposit Authorization form shall be included in the employee orientation package of materials. This form must be filled out in its entirety. Direct Deposit payment method will take two pay periods before it becomes effective. Employees will receive a direct deposit voucher as proof of payment.

## [EMERGENCY RESPONSE MANUAL \(PDF\)](#)

### **FLEET MANAGEMENT POLICY**

The purpose of the Lincoln University Fleet Management Policy is to establish guidelines for the safe operation of the fleet of vehicles owned, operated, and maintained by Lincoln University.

#### **1. Safety**

University vehicles in the fleet will be operated in a safe manner. All regulations, ordinances, laws, and University procedures regarding upkeep, training, and operation of the vehicles must be obeyed at all times. A vehicle authorization request must be submitted and approved annually prior to usage by any individual.

Accidents must be reported immediately to the Physical Plant Department and the Department of Public Safety. The University is responsible for logging and following up on all accidents within 24 hours to the insurance carrier, and when applicable, to the State Police. If you are in an accident, follow the guidelines in the Fleet Management procedure.

Driving violations must be reported within 24 hours to the Physical Plant Department.

#### **2. Maintenance**

All vehicles will be maintained by the Physical Plant Department. Vehicles will be checked in and checked out of Physical Plant at a regular interval to ensure tracking and maintenance of all vehicle systems is done routinely.

The Physical Plant Department will be responsible for tracking all routine and unplanned service and maintenance.

The department will be responsible for advising the University of any issues surrounding usage including the

status of the vehicle, permitted usage violations, acquisition of new vehicles, and disposal of old ones (according to existing University purchasing and asset disposition policies).

### 3. **Record Keeping**

1. A vehicle authorization request must be submitted and approved per the University's procedures prior to usage by any individual.
2. A daily or weekly check-in – check-out sheet will be maintained for all University vehicles.
3. As refueled, a log of all fuel consumption by the department will be maintained.
4. An annual maintenance log will be maintained for each vehicle by the Physical Plant Department.

### 4. **Compliance**

All University vehicle operators are expected to comply with this policy. All individuals and departments are expected to file each log or authorization request in a timely manner. When on campus, departments are expected to utilize the University's refueling facility. Similarly, all regulations regarding safety and compliance with laws must be followed. Non-compliance can result in mandatory safety training or loss of privileges for an individual or a department.

### 5. **Permitted Users**

The University fleet is comprised of vehicles used for transportation, security, and maintenance purposes by a variety of different departments. Faculty, staff, administrators and students must be expressly authorized to operate any vehicles in the fleet. All drivers must be at least 21 years old with a valid, current driver's license and have their driving

privileges approved by the Physical Plant per the current Fleet Management procedures. A vehicle authorization request must be submitted and approved annually prior to usage by any individual. Vehicles can only be driven within the permitted range of miles per the current Fleet Management procedures.

Vehicles will be checked out to a particular department using a daily check in-checkout procedure. See the attached check in-checkout log sheet. Some departments will have consistent use of a particular vehicle (e.g., police cruiser, dump truck). These vehicles will use a weekly or daily Check-in-Checkout Log Sheet, as applicable, to log maintenance done to the vehicle.

## 6. **Risk Management and Insurance**

Vehicle risks and insurance regulations and restrictions will be reviewed annually by the risk management function. All security, safety, and maintenance records must be reviewed annually and as identified by the Physical Plant Department in the interim. All insurances must be reviewed annually and as needed with the carrier. Risk assessments on all issues and corrective action plans must be reviewed within 30 days with the Risk Management function and the Vice President for Fiscal Affairs. As appropriate, the University will be notified in any changes in compliance or coverage.

## 7. **Implementation**

This policy takes effect August 9, 2004. All affected departments and operators are expected to register with the Department of Physical Plant by September 30, 2004. All vehicles are expected to undergo safety and preventive maintenance planning by August 31, 2004. Deviations from

this policy will be considered as non-compliance on the due dates listed above.

*Reviewed 10/15/20*

## **GRANT AWARDS**

**Reviewed 10/14/2020**

### **Purpose**

To publish the process used for setting up new grants and renewals of existing grants once a funding agency has sent approval of awarding the grant.

### **Scope**

All University Principal Investigators (PIs) who submit proposals for new grants or grant renewals to funding agencies will follow the same approval process. Grants follow a two-phase process for funding approval, (1) the Grant Writing and Proposal Development and (2) the Grant Award process. This procedure addresses the Grant Award process.

### **Procedure**

## **WHEN YOUR EXTERNAL GRANT IS FUNDED**

### **Award Document**

Generally, award documents are sent to the President or the Vice President. If the PI receives the award document, it should be sent to the Special Assistant to the Vice President for Academic Affairs, who will copy and distribute it to the appropriate offices. All attachments must be included.

The University requires formal approval of the grant award prior to operation of the External Grant, whether the grant acceptance is submitted via web screen, electronic, email, or paper. This approval must be obtained both at the time the grant is originally established and at any point that it is renewed. Some funding sources require official acceptance of the grant award and may provide a form to be completed or request a letter from the University President. Contact the Special Assistant to the Vice President for Academic Affairs (x3435) to facilitate this process.

In order to begin the operation of the grant, the following must occur:

1. 1. A review of the Grant award versus the Grant Proposal budget must be done to identify any changes in the amount of funding. If there are budgetary reductions, the PI must identify how the grant scope and deliverables will be reduced and how the budget line items will be modified to avoid additional funding from the University. The PI must then notify the granting agency of the changes and request confirmation of receipt. Copies of all correspondence on this issue must be sent immediately to the Special Assistant to the Vice President for Academic Affairs.
2. 2. Establish an operating budget consistent with the proposed funding and consistent with University budgeting. This includes a worksheet that lists the details of all expenditures and the best estimate of the cash flow timing of key expenditures. The establishment of the budget must have the approval and signature of the Academic Dean/Director and the Vice President for Fiscal Affairs.
  - a. Salaries – All positions for the grant must be identified. If personnel are involved, it is necessary to establish a

“personnel position” with Human Resources to facilitate employment or facilitate extra payment or release time for the Principal Investigator. Approval must be obtained from the V.P. for Academic Affairs. The PI and all other individuals working on the grant must be identified by position and obtain approved salary PAFs and new position forms.

- b. Fringes – All fringe benefits must be calculated correctly. This fringe rate is finalized when the University adopts its overall budget in July each year. The Vice President for Fiscal Affairs publishes the fringe rate at that time.
- c. Student Employment – No student may be employed or begin work until the Student Employment process has been completed. For information on this process, contact the Student Employment Coordinator (x1298).
- d. Tuition, Fees, Room, and Board – Before billing Tuition, Fees, Room, and Board charges, the Bursar’s Office should be contacted (x1044) for the necessary steps to be taken.
- e. Scholarships – The type of scholarship and criteria for the award must be identified. No awards to students can be made until the approvals have been completed and funding awarded.
- f. Equipment – Any equipment should be finalized by cost, type, and purpose. Any installation requirements, such as refurbishing a room for research, furniture, or computers must be coordinated through Purchasing and either Physical Plant or IT for realistic pricing. Any items over \$5,000 in cost must be bid. This must be done whether the funding is through the grant agency or the University.

- g. Stipends – Any stipends for services to be performed must be detailed as to cost, type, and purpose. Awardees or types of awardees must be identified.
- h. Consulting – Any technical services required from outside contractors should be detailed by cost, type, and purpose.
- i. Supplies – Any supplies should be identified as to cost, type, and purpose.
- j. Timing of Spending – Spending timing must be identified. For example, salaries should be labeled as 12-, 10-, or 9-month, or other interval and which months. Scholarships must be identified as summer, fall, spring, or which combination. Equipment purchases must have an estimated month of acquisition and time frames for installation from Physical Plant and IT. The time period during which consulting will take place must be estimated.

3. After the internal budget worksheet has been approved, the Special Assistant will forward the approved budget to the Grants Accountant in the Business Office and to other offices as necessary.

a. The budget will be loaded into the University's financial software. A copy of the grant budget, including object codes, will be returned to the PI for signoff. Signoff means that the budget has been loaded into the system correctly for line items, timing and total amount.

b. The budget must be approved and in place before any charges can be incurred.

c. At the point a grant is awarded, the Business Office and the Sponsored Programs Compliance Office files will contain:

i. Grant Proposal

ii. Grant Award including Budget

iii. Signed off Financial System Grant Budget Load

4. When the grant is established, the Special Assistant to the Vice President for Academic Affairs will provide information on how to manage the financial aspects of the project during the grant period. There are Special Program Vouchers and Purchase Requisitions that must be used; the Special Assistant will provide the forms and the instructions as to how to prepare them and route them for approval. The project will be given a department number and a line-item budget based on your award document and proposal budget. During the life of the grant, the PI will receive conformance reports from the Business Office. The PI needs to check them against records and report any questions or discrepancies to the Grants Accountant immediately.

5. The "External Grant" must correspond with the rules and regulations of Lincoln University. For example, all purchasing, travel, and personnel regulations of the University must be adhered to.

6. Grant Renewals: Grant renewals often require resubmission of a proposal prior to grant award. Items that will be considered before approval is given on existing grant renewals include:

a. Budget - The budget for the grant must be as detailed as the original award.

b. Timing of Spending - The timing of spending for the grant must be as detailed as the original award.

c. Adherence to Financial Policy and Estimated Impact on the University.

## **Subcontracts**

If the grant award comes in the form of a subcontract from another institution, make sure the document is sent to the Special Assistant to the Vice President for Academic Affairs immediately. The document will have to be reviewed and approved by Legal and the Special Assistant will facilitate that process. If a subcontract needs to be created for another institution as part of the grant award, the Special Assistant can help prepare that document and have it approved. Subcontracts will follow the same procedures as grants where the University is the prime contractor.

## **Personnel**

If there is funding in the grant to fill positions, the Dean and Academic Vice President must approve the establishment of the position. The Special Assistant to the Vice President will help. Only a Vice President can request Human Resources to establish a “personnel position”. If the position will be filled from outside the University, there are hiring policies and procedures that must be followed. If University personnel are to be employed under the grant, contracts will need to be prepared, and the Academic Dean working with the Special Assistant and the Academic Vice President must approve personnel actions.

If students are to receive funding from the grant, please contact Financial Aid (x6010) or the Bursar’s Office (x1044). Any monies students receive will have an impact on their financial aid packages as well as on Work/Study or Work Aid assignments.

**No one can begin working on the project until the project has been approved by all relevant parties.**

## **Released Time and Overloads**

If released time or overloads are a part of the grant, the department chair, the Dean and the Vice President for Academic Affairs must approve it. The proper paperwork must be filed in order to make sure that classes are being covered and the proper accounts are being billed.

### **Purchases**

All acquisitions including equipment and furniture must follow University purchasing procedures. The Purchasing Department (x3929) will discuss monetary thresholds and can assist with bids if that is necessary. If computer equipment is involved, Information Technology (x3541) must be consulted before purchase requisitions are prepared. If the installation of furniture or equipment is involved, the Physical Plant (x1061) must be consulted before purchase requisitions are prepared. Any items over \$5,000 in cost must be bid. This must be done whether the funding is through the grant agency or the University. Should there be specific requirements essential to the completion of the grant, these need to be identified as part of the specifications for bidding.

### **Publicity**

Call Marketing and Communications (x3427) to discuss publicity for the project. The award document often states whether the agency has specified any policy with regard to publicity. Some agencies want to approve all publicity before it is distributed; some state the wording that needs to be used to acknowledge the agency.

### **University Policies and Procedures**

Although funding for the project may be from external sources, all University policies and procedures must be followed. For example, if a current faculty or staff member is going to serve as an evaluator

on the project, s/he is paid through the existing payroll system only after approval of the Dean and Academic Vice President and not through a check request. University travel procedures must be followed, including the preparation and approval of a Travel Authorization Request prior to all travel.

### **During the Grant Period**

In addition to the monthly conformance reports from the Business Office, the PI will receive reports from the Compliance Officer. The report from the Compliance Officer will help track when the funding agency expects reports and what types of reports are required. For multi-year grants, there is usually an annual report requirement. Most agencies will require annual or quarterly progress reports. That information should be part of the award document.

### **Grant Close-Out**

Copies of all reports must be filed with the University's Compliance Officer, the Special Assistant to the Vice President for Academic Affairs, and the Grants Accountant in the Business Office.

When a grant is closed out, the Compliance Officer and the Grants Accountant will assist with the proper archiving of grant files. Many grants are subject to possible audits by the grantor for periods of up to seven years from the close of the grant.

## **GRANT WRITING AND PROPOSAL DEVELOPMENT**

### **Purpose**

To publish the process used for submitting proposals for new grants and renewals of existing grants to agencies for funding.

### **Scope**

All University Principal Investigators (PIs) who submit proposals for new grants or grant renewals to funding agencies will follow the same approval process. Grants follow a two-phase process for funding approval (1) the Grant Writing and Proposal Development and (2) the Grant Award process. This procedure addresses the Grant Writing and Proposal Development process.

### **Procedure**

- Proposals should be generated using the proposal development guidelines outlined in detail in the “Grant Writing and Proposal Development Essential Materials” manual.
- Proposal submission should be coordinated through the Special Assistant to the Vice President for Academic Affairs or, in the case of other division grants, the corresponding office.
- Fiscal Affairs should review proposals for financial feasibility prior to submission in close coordination with the Principal Investigator and the Special Assistant to the Vice President for Academic Affairs or, in the case of other division grants, the corresponding office.

## **IMPLEMENTATION OF UNIVERSITY POLICIES**

In order to create a set of guidelines to help managers and supervisors evenhandedly manage the workforce, the University will establish a process for adopting policies. Policies adopted should comply with the major objectives of the University’s goals, mission, and values.

When adopting policies we should keep in mind that the purpose of these tools is to ensure that all individuals are treated fairly and consistently. Policies should cover difficult personnel or student areas such as discipline or termination. Therefore, we do not need the policy to regulate every single event that might occur.

## **Adoption of General University Policy**

1. Each Vice President is responsible for identifying the need for policies in his/her division.
2. Upon formulation of the policy, the Vice President or his designee must present the policy at the President's Cabinet meeting.
3. After review and revisions, if any, the President\*, who signs off on the policy approval sheet, then approves the policy.
4. The policy along with a signed copy of the approval sheet is then submitted to Human Resources for official distribution in the policy manual.
5. All directors and other department heads are responsible for the maintenance and upkeep of the Policies binders for their area.

\*In certain situations, primarily those that affect the by-laws of Lincoln University and collectively bargained agreements, the approval of the policy may have to be approved by the Board of Trustee or the designated union representatives.

## **Adoption of Faculty Policy**

Policies adopted by the Faculty, based on their delegation by the Board of Trustees, within the framework of the existing procedure will be captured in the University Catalog or maintained in the Office of Academic Affairs until the catalog is updated.

## **INTERNET MONITORING**

Monitoring of the University's Internet may be conducted to ensure quality control, employee safety, security, and customer satisfaction.

Computers and the equipment, services, and technology provided to access the Internet remain at all times the property of Lincoln. As such, Lincoln reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through online connections and stored in computer systems. Technology monitoring is performed with the utmost respect for individual privacy and confidentiality, and exclusively for the purpose of maintaining a secure, smooth function of computers, communications, and information systems. Monitoring may only be performed by University employees authorized by the President and Vice President of Fiscal Affairs. Other employees must not impede this monitoring or make any attempt to monitor the communication of others.

Because Lincoln is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

## **INTERNET PRIVACY POLICY**

### **Lincoln University Vision Statement**

Lincoln University is a premier, historically Black university that combines the best elements of a liberal arts and science-based undergraduate core curriculum, and selected graduate programs to meet the needs of those living in a highly technological and global society.

### **Commitment**

Lincoln University is committed to our applicants, students, parents, faculty, staff, alumni, friends, supporters, and the general public. We are dedicated to protecting your privacy whether we deal with you in person, on the telephone, via US mail, or through internet access. Please feel free to browse this site without concern about the disclosure of any personally identifiable information. No

mobile information will be shared with third parties/affiliates for marketing/promotional purposes. All other categories exclude text messaging originator opt-in data and consent; this information will not be shared with any third parties

### **Personal Information You Choose to Provide**

In order to better serve you, Lincoln University provides the option for specific information to be supplied online relative to the admission process. This information is used to service requests; for information about Lincoln University, reservations for campus tours, and to provide an easy way to keep the University informed of changes in your personal information. In each instance, it is your choice to provide such information. If you choose to complete an online form, please be advised that the personal information obtained from the form enables a more efficient administrative process and assists the University in the compilation of non-personal statistical data as required by law. The personal information provided by you will be kept confidential and used only by specific agencies and employees on your behalf.

### **Links**

Portions of this website contain links to other websites and resources not governed by the University. Lincoln University does not control information on any other site or linked sites. Lincoln University is not responsible for their content. Lincoln University's inclusion of third-party sites (links) does not imply any endorsement of the material on the site or unless expressly disclosed otherwise, any sponsorship, affiliation, or association with its owner, operator or sponsor.

### **Cookies**

We do not use Cookies. No data are gathered other than source machine, time, and pages visited (normal weblogging info).

**WebCT**

WebCT is a web-based system used by Lincoln University faculty to interact with students and deliver course material on-line. It includes testing features and may carry students' tests, assignments, and course grades. If you are required to use WebCT in your coursework you will be issued a UserID and password that protects your personal information. Testing and grading information in the course can be seen only by you, your faculty member and teaching assistants, and the WebCT administrators.

**Authorized Use**

Information technologies, including computers, computer files, the e-mail system, the telephone system, Internet access, information systems, and software are Lincoln property intended for use in teaching, learning, research, and University business. Usage may be monitored to ensure compliance with this policy and to properly manage technology.

University facilities, including the information technologies, may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

University facilities may be used appropriately for personal as well as professional communication, and for any activities that support the lifelong learning of community members.

**Password and Account Security**

Information technologies are protected and controlled through the use of accounts and passwords. Technology users may not share their accounts or passwords, and may not use the accounts or passwords of others. No member of the University community has a legitimate reason to ask for your password. You should immediately report any attempt to discover your password to the

Chief Information Technology Officer ([support@lincoln.edu](mailto:support@lincoln.edu)) for investigation.

### **No Harassment**

Lincoln prohibits the use of information and communication technologies in ways that are disruptive, offensive, or harmful to others. For example display or transmission of sexually explicit images, messages, and cartoons may be offensive to others and may constitute an incident of sexual harassment. Other such misuses include, but are not limited to: ethnic slurs, racial comments, "off-color" jokes, or anything that may be construed as harassment or showing disrespect for others.

### **Copyrights and Disclaimer**

Lincoln University supports and obeys laws designed to protect intellectual property through the use of copyrights, trademarks, and patents. The information contained on this website is copyrighted by Lincoln University. The data and documentation are supplied as is, without any accompanying services from Lincoln University. Lincoln University does not warrant that the data is error-free. The end-user understands that the data were developed for institutional and educational purposes and is advised not to rely exclusively on the data for any reason.

### **University Records**

All information composed, transmitted, or received via our computer communications systems is considered to be part of the official records of Lincoln and, as such, is subject to disclosure to law enforcement or other third parties. Personally identifiable information and any other information received relative to student records such as, social security numbers and grades will not be transmitted through the email system without encryption. Inquiries regarding the information contained on University records should

be directed to the Registrar's Office ([registrar@lincoln.edu](mailto:registrar@lincoln.edu)) or the Chief Information Officer ([support@lincoln.edu](mailto:support@lincoln.edu)).

### **Security Controls**

Security controls on technology are established to protect individual privacy and to safeguard University information and physical assets. All members of the community must respect these controls, refrain from attempting to circumvent them, and report violations as they are discovered.

Technology users should be aware that computers and networks are not totally secure. Communication can be monitored; files can be copied and read. Users are asked to act accordingly.

The equipment, services, and technology provided to access the Internet remain at all times the property of Lincoln. As such, Lincoln reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems. Monitoring is performed with the utmost respect for individual privacy and confidentiality, and exclusively for the purpose of maintaining a secure, smooth technology function. Authorized University employees may perform monitoring. Users must not impede this monitoring or make any attempt to monitor the communication of others.

### **Control of Website and Content**

Lincoln University has the exclusive right to control the content of its website. As such, we reserve the right in our sole discretion to add, delete, or otherwise edit any documents, information, or other content including any material that may be construed as offensive.

### **Violations of this Policy**

Violations of this policy should be reported to the Chief Information

Technology Officer ([support@lincoln.edu](mailto:support@lincoln.edu)), Director of Human Resources ([hr@lincoln.edu](mailto:hr@lincoln.edu)), or to any member of management. Any violation of this policy or any laws related to the use of information and communication technologies will be subject to disciplinary action.

## **INTERNET USAGE**

Internet access to global electronic information resources on the World Wide Web is provided by Lincoln to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of Lincoln and, such is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet email messages and other transmissions are accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of Lincoln. As such, Lincoln reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person.

Examples of unacceptable content may include, but are not limited

to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Abuse of the Internet access provided by Lincoln in violation of law or Lincoln policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images.
- Using the organization's time and resources for personal gain.
- Stealing, using, or disclosing someone else's code or password without authorization.

- › Copying, pirating or downloading software and electronic files without permission.
- › Sending or posting confidential material, trade secrets, or proprietary information outside of the organization.
- › Violating copyright law.
- › Failing to observe licensing agreements.
- › Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions.
- › Sending or posting messages or material that could damage the organization's image or reputation.
- › Participating in the viewing or exchange of pornography or obscene materials.
- › Sending or posting messages that defame or slander other individuals.
- › Attempting to break into the computer system of another organization or person.
- › Refusing to cooperate with a security investigation.
- › Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities.
- › Using the Internet for political causes or activities, religious activities, or any sort of gambling.
- › Jeopardizing the security of the organization's electronic communications systems.
- › Sending or posting messages that disparage another organization's products or services.

- › Passing off personal views as representing those of the organization.
- › Sending anonymous email messages.
- › Engaging in any other illegal activities.

## **LINCOLN UNIVERSITY AUTOMATIC EXTERNAL DEFIBRILLATOR PROCEDURE**

Lincoln University will have available at least three (3) Automatic External Defibrillators (AED's), two at the Main Campus and one at the Graduate Center. On the Main Campus, one unit will be housed in the Manuel Rivero Gym and one in the Office of Public Safety and at the Graduate Center in Public Safety. Only Public Safety Officers, University Nurses, and others who have been trained/certified in the potential life-saving use of such medical equipment will be authorized users.

Definition of Automatic External Defibrillator: An AED is a semi-automatic device that will enable targeted responders to deliver early defibrillation (electrical shock) to victims in the first critical moments after sudden cardiac arrest.

### **Procedure:**

- › The University's Physician Consultant will serve as Medical Director of the AED program. General responsibilities include:
  - › Establishment and maintenance of guidelines/protocols for use of the automatic external defibrillator.
  - › Quality assurances review after all uses of AED to determine compliance to protocols and any recommended corrective action(s) that may be indicated.

- › The University Nurse will serve as the AED coordinator and will be the primary liaison between the University's AED program and the Medical Director-General responsibilities include:
  - › Maintaining equipment and supplies in collaboration with Public Safety.
  - › Organizing training programs and regular re-training programs in collaboration with Public Safety.
  - › Forwarding incident data to the Medical Director.
  - › Facilitation of post-incident debriefing sessions for employees involved.
- › "Targeted Responders" are specific individuals who have been trained in Cardio-pulmonary Resuscitation (CPR) and Automatic External Defibrillation. These individuals will include Public Safety Officers, University Nurses, and other certified University employees. A list of these individuals will be maintained by the University Nurse, and Director of Public Safety (Main Campus).
- › In Case of Emergency, Initiate Chain of Survival
  - › Early Access
  - › Early CPR
  - › Early Defibrillation
  - › Early Advanced Care
  - › Activate 9-1-1
    - › Access scene safety

- › Assess responsiveness. Tap shoulder and shout, “ARE YOU OKAY?” If not responsive:
- › Activated University’s emergency response plan.
  - › At Main Campus, dial 3211.
  - › At the Graduate Campus, dial 4921.
  - › Describe the event as accurately as you can.
  - › Give the exact location.
  - › At the direction of the Public Safety Officers and/or University Nurse, the Dispatcher will call 9-1-1 and notify them that an
  - › AED is being deployed within the University, as well as other related details of the situation.
- › Check ABC’s:
  - › Assess Airway. Perform Head-tilt, chin lift to open airway.
  - › Assess Breathing. Look, Listen, and Feel. If breathing is absent, use a barrier mask to deliver two rescue breaths.
  - › Assess Circulation. Check the carotid pulse. If the pulse is absent, begin CPR.
- › Early CPR
  - › Perform CPR until the AED arrives:
    - › Compress and release chest 15 times (Rate: 80-100 compressions/minute)

- › Ventilate. Give two (2) rescue breaths.
- › Continue CPR. Fifteen compressions/two rescue breaths. Check pulse after four (4) cycles and every few minutes thereafter.
- › Early Defibrillation
  - › Instructions for one-rescuer approach:
    - › When defibrillator arrives:
      - › Place AED near the head of the patient on the same side as the rescuer.
      - › Turn on the AED.
      - › Bare and prepare chest (cut or tear clothing, if excessive chest hair, shave or clip; dry the chest if wet).
      - › Follow AED's verbal and visual prompts.
      - › Apply electrodes (following drawings on pads).
      - › Allow AED to analyze.
      - › If indicated, deliver a shock by pressing the button.
    - › Continue care per AED.
    - › After three (3) shocks, the device will prompt to check for a pulse (or for breathing or signs of circulations) and if absent, start CPR.
    - › If pulse or signs of circulation such as normal breathing and movement are absent, perform CPR for one (1) minute. AED device will

countdown one minute of CPR and will automatically re-evaluate victim's heart rhythm when CPR is over.

- › Early Advanced Care Life Support
  - › Have a designated person wait for EMS (Emergency Medical Service) providers at the entry of the building and help guide them through the building to the locations of the victim.
  - › Responders working on the victim should communicate any important information to the EMS providers, such as:
    - › Victim's name.
    - › Any known medical problems, allergies, or medical history.
    - › Time the victim was found.
    - › The initial and current condition of the victim.
    - › Information from AED:
      - › The number of shocks delivered.
      - › Length of time defibrillator has been used.
  - › Help EMS personnel as requested
  - › After Victim is Transported to Hospital
    - › Post-incident debriefing session will be facilitated by the University Nurse with employees involved.
  - › Each AED unit will be accompanied by the following supplies:

- › Two packs of electrode pads.
- › Extra battery.
- › CPR micro shield mask.
- › Disposable gloves.
- › Razor.
- › Antiseptic towelettes (non-alcohol containing).
- › Scissors.
- › Towel.
- › Gauze pads (non-sterile).
- › NO SHOCK ADVISED:
  - › The device will prompt to check for a pulse (or for breathing or signs of circulation) and if absent, start CPR.
  - › If pulse or signs of circulation such as normal breathing and movement are absent, perform CPR for one minute.
  - › If pulse or signs of circulation such as breathing and movement are present, check for normal breathing.
  - › If the victim is not breathing normally, give rescue breaths at a rate of 12 per minute or 1 slow breath every 5 seconds.
  - › AED will automatically evaluate the victim's heart rhythm after one minute.

- › Continue cycles of heart rhythm evaluations, shocks (if advised) and CPR until professional help arrives.
- › The victim must be transported to the hospital. Leave AED attached to the victim until EMS arrives and disconnects AED.
- › Ongoing check of AED Operational status:
  - › Public Safety Department will be responsible for checking the status of AED's and availability of additional supplies on each shift and document such as the Public Safety Log.
  - › If needed, Call Phillips Customer Service may be contacted at 1-800-263-3342 for guidance in dealing with a problem or question about the operation of the AED unit.
  - › If an AED unit is not functioning properly and Customer service is able to determine that the problem is the unit itself, a loaner unit will be requested and made available within twenty-four (24) to thirty-six (36) hours of the request.
  - › In the event, the Graduate Center AED is not functioning; one of the Main Campus units will be taken to the Graduate Center until a loaner AED is received from the company.
- › AFTER USE:
  - › AED date will be sent to the authorizing physician, Health Service, Public Safety, and the Dean of Students.

- › The AED will be wiped clean according to policy.
- › Make sure the pads are replaced after every use.

## **POLICIES AND PROCEDURES ON RESEARCH MISCONDUCT**

[READ THE POLICY, UPDATED 10/15/2020](#)

## **PURCHASING POLICY & PROCEDURES**

### **Policy Regarding Purchases of Goods and Services**

1. Purpose – To set forth the policy to be followed in the procurement of all goods and services. This policy applies to all schools, divisions, departments, programs, and funds unless otherwise noted.
2. General
  1. Purchases Under \$5,000
    1. Purchases under \$5,000 shall not require competitive bidding.
    2. Reasonable and prudent business practices shall be followed regarding all purchases under \$5,000.
    3. University Legal Counsel shall review all contracts that exceed \$1,500.
  2. Purchases Over \$5,000
    1. Purchases over \$5,000 must be bid competitively under established University business practices utilizing Purchasing procedures.
    2. Reasonable and prudent business practices shall be followed regarding all purchases over \$5,000.

### 3. Policy

1. All purchases of goods and services shall be coordinated through the Purchasing Department of the Business Office. It shall be the direct responsibility of each department head to control all transactions against their assigned budget accounts to ensure that such transactions conform to the policies of the University. This responsibility includes, but is not limited to, all requests for purchases of goods or services and all requests for payments.
2. Disbursements of any kind regardless of funding source.
  1. Authority to sign purchase requests or payment requests shall be delegated in writing by the President and shall include the Vice President for Fiscal Affairs and any other appropriate individuals who are deemed necessary for conducting business for the benefit of Lincoln University. Copies of the President's written signature delegation authority shall be kept by the President's Office, Vice President for Fiscal Affairs, and University Legal Counsel.

#### **Procedure Regarding Purchases of Goods and Services**

1. Authorization for Purchases of Goods and Services
  1. Purchases in amounts of \$500 or less shall be approved by the appropriate Department head (Dean/Director or above) with the use of a Purchase Order or Check Request. Single transactions involving amounts of \$200 or less (which are not travel-related) should be

processed through petty cash for reimbursement, if possible. Reasonable care should be used to prevent the use of petty cash payments for transactions over \$200 broken into increments of less than \$200.

2. Purchases in amounts of \$500 to less than \$5,000 (not requiring competitive bids) require the signature of the Vice President for Fiscal Affairs or the President or the Presidents' delegate as contained in the President's written signature delegation authorization, included herein by reference and attached. The President's written signature delegation authorization shall be reviewed and reauthorized on an annual basis to reflect the most effective processing of purchases of goods and services for the University. All individuals who are involved in committing University financial resources shall exercise reasonable fiscal prudence and diligence.
3. Purchases in amounts up to \$5,000 require the Purchasing Office to obtain or receive from the requesting department, a minimum of two price quotations in written form before purchasing authorization may be granted. The Purchasing Department reasonably may use its discretion to determine if additional price quotations/bids are necessary.
4. Purchases for amounts \$5,000 or greater require competitive sealed bids/proposals to be solicited in cooperation with the Department Head through the Purchasing Department. The Vice President for Fiscal Affairs or the President or the President's delegate as contained in the President's written signature

delegation authorization included herein by reference and attached, shall authorize all purchases and contracts at this level.

1. Bids may be awarded based on the following criteria; cost, quality of service or materials provided, safety standards, and quality and reputation of the vendor. Cost is not necessarily the most prevailing component of the decision, however, valid justification must be documented if cost is not the primary criteria.
2. The President or Vice President for Fiscal Affairs shall approve waivers and exceptions to the requirement for bids. Emergency situations shall be deemed a valid basis for waivers or exceptions to the requirement for bid.
  1. Emergencies are situations when not addressed immediately, may reasonably cause disruption to the normal course of business, create an un-safe environment, or increase cost substantially if delayed.
  2. All emergencies must be justified in written documentation and shall be subject to an annual audit review, by the Internal Auditor's office.
  3. The Purchasing Office must be notified as soon as reasonable possible of the emergency situations.
2. All procurements must adhere to General Ethical Standards, which include:

1. No attempt to realize personal gain;
2. Avoid conflict of interest (or appearance of the same);
3. No improper use of confidential information; and
4. Cannot require the use of a non-competitive surety company, agency or broker.

*Reviewed 10/15/20*

## **REIMBURSEMENT DEADLINE**

### **Purpose**

The purpose of this policy is to facilitate timely submission of expense reimbursements.

### **Scope**

This policy applies to all University personnel.

### **Policy**

Reimbursement of expenses will have the following deadlines:

Petty Cash – 15 calendar days from the date of the expense receipt

Travel – 15 calendar days from the date of the end of the trip

All other expenses – 30 calendar days from the date of the expense receipt

This policy is in force regardless of the payment mechanism used to reimburse the expense – petty cash, check requisition, or travel reimbursement.

*Revised 10/15/20*

# REPORTING OF LINCOLN UNIVERSITY STATISTICAL DATA POLICY & PROCEDURE

## Purpose

To ensure the accurate and uniform reporting of university statistical data to all constituencies.

## Policy

The Office of Institutional Research (OIR) shall have sole responsibility for gathering, analyzing, and reporting university statistical data to internal and external constituencies.

Numbers representing data about the university must be verified by OIR before inclusion in documents that characterize the institution.

## Guidelines

The Director of OIR is charged with ensuring that data is treated with confidentiality, where necessary.

The Director of OIR is responsible for maintaining the integrity of all data supplied by that office to both internal and external constituencies.

## Procedures

- Requests for institutional statistical data/information shall be directed to OIR.
- OIR shall be responsible for the completion and submission of statistical reports to internal and external constituencies.
- OIR staff shall be permitted inquiry access to all university databases, including but not limited to Student information,

## Personnel, Fiscal and Security.

- OIR shall request information from departments and divisions as necessary to comply with reporting requirements.
- OIR shall utilize appropriate instruments (i.e. surveys, databases, university department records) to gather necessary information.
- OIR shall consult with appropriate university departments before submitting information/data that is in question.
- OIR shall report inaccuracies in department supplied data to the appropriate university department(s) for correction.
- OIR shall provide a copy of the completed report/form to the university office from which the request was received.

## **USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES**

### **Authorized Use Only**

Information technologies, including computers, computer files, the e-mail system, the telephone system, Internet access, information systems, and software furnished to employees are Lincoln property intended for use in teaching, learning, research and University business. The University maintains policies covering authorized and unauthorized use of its technology. Employees, students, alumnae/I, and visitors may not use or access the University's information technologies without proper authorization. To ensure compliance with this policy, and to properly manage technology, usage may be monitored.

University facilities, including the information technologies, may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

University facilities may be used for personal as well as professional communication, and for any activities that support the lifelong learning of community members.

### **Password and Account Security**

Information technologies are protected and controlled through the use of accounts and passwords. Technology users may not share their accounts or passwords, and may not use the accounts or passwords of others. No member of the University community has a legitimate reason to ask for your password. You should immediately report any attempt to discover your password to the Chief Information Technology Officer for investigation.

### **No Harassment**

Lincoln strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, Lincoln prohibits the use of information and communication technologies in ways that are disruptive, offensive to others, or harmful to morale. Lincoln has well-developed policies against harassment that cover all interactions among people, including those that use information technologies.

For example, the display or transmission of sexually explicit images, messages, and cartoons may be offensive to others and may constitute an incident of sexual harassment. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

### **Copyrights**

Lincoln University supports and obeys laws designed to protect intellectual property through the use of copyrights, trademarks, and patents.

Lincoln purchases, and licenses the use of, computer software for business purposes but does not own the copyright to this software or its related documentation. Unless authorized by the software developer, Lincoln does not have the right to reproduce such software for use on more than one computer.

Employees may only use software in accordance with the software license agreement, and may be asked to show proof of license for software not managed by the Information Technology Division. Lincoln prohibits the illegal duplication of software and its related documentation. Should proper proof of licensing not be available, Information Technology staff will move proactively to remedy the situation, by removing the software from the computer.

### **University Records**

All information is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of Lincoln and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

### **Abuse and Excessive Use**

Information and communication technologies are extremely powerful, however they are finite in their capability to store and transmit information. Technology users must not engage in any activities that would overwhelm the natural capacities of the technology infrastructure. For example, e-mail chain letters and the excessive downloading of large files and programs are prohibited. IT staff will monitor usage to assist users in recognizing their affect on shared facilities.

Technology users must not attempt to impede the use of technology by others. This may be viewed as theft of University services or interference with the educational process.

Computer viruses are a particularly annoying, sometimes damaging, fact of life for technology users. All users must make themselves aware of current best practices regarding viruses, and endeavor to limit their spread and effects on University and personal electronic information.

### **Security Controls**

Security controls on technology are established to protect individual privacy and to safeguard University information and physical assets. All members of the community must respect these controls, refrain from attempting to circumvent them, and report violations of them as they are discovered.

Technology users should be aware that computers and networks are not totally secure. Communication can be monitored, files can be copied and read. Users are asked to act accordingly.

The equipment, services, and technology provided to access the Internet remain at all times the property of Lincoln. As such, Lincoln reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems. Monitoring is performed with the utmost respect for individual privacy and confidentiality, and exclusively for the purpose of maintaining secure, smooth function of technology. Monitoring may only be performed by authorized University employees. Users must not impede this monitoring or make any attempt to monitor the communication of others.

## **Violations of this Policy**

Employees should notify their immediate supervisor, the Chief Information Technology Officer or any member of management upon learning of violations of this policy. Employees who violate this policy or any laws related to the use of information and communication technologies will be subject to disciplinary action, up to and including termination of employment.

## **USE OF PORTABLE COMPUTERS**

### **Background**

All university employees are given access to desktop computing as part of their work environment. Portable computers provide a way for employees to bring a portion of their work environment with them when traveling or presenting to groups, and a way to stay in touch with the university while away from campus. This support for mobile workers comes at a significant cost compared to desktop computers:

- › Portable computers cost more than desktops for the same computing power.
- › Portable computers are more delicate than desktops and are moved much more often. In addition, many repairs on portable computers cannot be made on campus, increasing support costs.
- › Portable computers are more susceptible to viruses and spyware, which can then be brought back to the campus network.
- › University information has a greater exposure to theft when stored on portable computers.

- › As a result, portable computers are considered special-purpose devices. There must be a strong mobility-based business reason to use them that will balance the added costs, such as university recruiters or faculty providing training internationally.

## **Policy**

- › Portable computers may be loaned to employees for a fixed period of time. Portable computers will not be permanently allocated.
- › Short-term loans of portable computers will be made through the Academic Technology Support Center (ATSC) in Dickey Hall 150. Portable computers on short-term loan are expected to be returned when their use is completed, but may not be borrowed for longer than five days. The Director of the ATSC will be the final arbiter of loans should the number of requests exceed the number of portable computers available.
- › Long-term loans of portable computers will be made through the Information Technology Department (IT) in Dickey Hall 276. Portable computers on long-term loan may be held for longer than five days for extended or frequent business travel, or for special projects. A statement of need or a project description will be required. The Director of the Academic Technology Support Center and the Chief Information Systems Technology Officer will evaluate the statement of need and approve or deny the loan, based on the decision of the relevant Vice President.
- › Portable computers on long-term loan will be returned to IT monthly for cleaning, inventory, and loan review and renewal.



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