

**Working Group Standard VII  
Interim Report #2**

Standard: VII-1

Evidence Name: Faculty Senate Bylaws

- Do we have it? This is found in Faculty Senate Bylaws and on page 612 of the Faculty Handbook.
- Do we use it? The Faculty Handbook is updated yearly by subcommittees of the faculty senate and by the Provost. It is available to all faculty on Blackboard and our Mercyhurst HUB page. The roles and responsibilities listed are followed and monitored by the senate and the Office of Academic Affairs.
- Does it work? This document provides a clearly articulated governance structure and outlines the roles and responsibilities for each constituency except staff and students, but both the students and staff have their own handbooks that provided the details for those groups.

Standard: VII-1

Evidence Name: President's Cabinet Membership Profile

- Do we have it? The evidence for Standard VII is the President's Cabinet Membership Profile, which exists as an excel sheet outlining the members of cabinet, their titles, contact information and headshots.
- Do we use it? While the sheet is readily shared with those who request it and is up-to-date, its use does not appear to be widespread.
- Does it work? No, the President's Cabinet Membership Profile does not seem to meet the basic charges of Standard VII in that it does not address structure beyond the president's staff, does not outline cabinet members' responsibilities, and says nothing about decision making by any Mercyhurst governing bodies (administration, faculty or staff).

Standard: VII-1

Evidence Name: Mercyhurst Student Government (MSG) Constitution 2019/2020, MSG Bylaws and Standing Rules

- Do we have it? The MSG Constitution, in its entirety, describes the roles of all MSG Executive Board members, MSG Senators, and Multicultural and Student Activities Council programmers. The duties and responsibilities of each are described in depth as well as the qualities for each position, and the removal, resignation, and disciplinary processes that are to be applied when any rules are violated. This document was most recently updated in August of 2019.
- Do we use it? The MSG Constitution is distributed electronically to all members of the student government each year. Members are expected to know and understand their duties and responsibilities as described in this document.
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Standard: VII-1

Evidence Name: Staff Senate Bylaws

- Do we have it? On pages 3 of the 2019/2020 Staff Senate Bylaws, Mercyhurst outlines the Membership and Senate Officers' roles, responsibilities, and accountability. The publication is updated on an ongoing basis.
- Do we use it? The Staff Senate Executive Committee reviews and distributes the Staff Senate Bylaws annually.
- Does it work? The 2019/2020 Staff Senate Bylaws adequately provide evidence that offers a clearly articulated and transparent governance structure that outlines roles, responsibilities, and accountability for members of Staff Senate.

Standard: VII-1

Evidence Name: University Bylaws May 2019

- Do we have it? The university is governed by an active Board of Trustees which is guided by a set of University Bylaws. These Bylaws outline the mission of the university along with the authority and responsibilities of the Board.
- Do we use it? The University Bylaws are regularly reviewed by the Board of Trustees. The most recent review was completed in May 2019.
- Does it work? The Bylaws both guide and determine the scope of the Board's leadership of the University. The contribution of the Board subcommittee structure ensures that proper oversight and attention is paid to administration, faculty, staff and students.

Standard: VII-1

Evidence Name: University Council Bylaws

- Do we have it? On pages 4 of the 2019/2020 University Council Bylaws, Mercyhurst outlines the Authority and the Role in the University Governance Structure, Membership, and the University Council Chair's roles, responsibilities, and accountability. This publication may be amended with a majority vote of the University Council membership.
- Do we use it? The University Council reviews and distributes the University Council Bylaws annually.
- Does it work? The 2019/2020 University Council Bylaws adequately provide evidence that offers a clearly articulated and transparent governance structure that outlines roles, responsibilities, and accountability for members of University Council.

Standard: VII-2a

Evidence Name: University Bylaws May 2019

- Do we have it? The University Bylaws guide the decision-making responsibilities of the Board of Trustees. The regular meetings of focused subcommittees maintain the responsibility and accountability for academic and fiscal areas.
- Do we use it? The Board meets at least three times each year and each full meeting of the Board is preceded by meetings of each subcommittee. At each Board meeting, each subcommittee chair provides a full report of the committee proceedings.

- **Does it work?** This process serves to keep the full Board apprised of the information necessary for each Board member to participate in a ~~well~~ informed manner. Additionally, a Governance Committee ensures that regular oversight of Board composition is maintained for the purpose of assuring that Board members are attuned with the University mission and goals.

**Standard: VI-2b**

Standard: VII-2e  
Evidence Name:

Compensation Committee also negotiates the terms of the (new or renewed) president's

Standard: VII-2h

Evidence Name: Conflict of Interest Policy (Code of Ethics and Conduct), Employee Handbook, 1.3.2, 1.3.3

- Do we have it? The Employee Handbook has a Code of Ethics and Conduct, as well as a Whistleblower's Policy, that is reviewed and edited as needed by Human Resources and our legal counsel.
- Do we use it? The Employee Handbook is available on The HUB

professional experience beyond the initials for the degrees he has earned, nor does it



Standard: VII-4a

Evidence Name: Organizational Chart

- Do we have it? Archived by HB. 1/21/2019. On 5/20/2019
- Do we use it? The academic organizational chart guides the flow of communication among many academic units
- Does it work? The relatively newly implemented academic structure which resulted in the appointment of fulltime College deans appears to have facilitated planning and communication and recruitment of new students.

Standard: VII-4b

Evidence Name: President's Cabinet Membership Profile

- Do we have it? The recommended evidence for Standard VII-4b is the President's Cabinet Membership Profile, which exists as an excel sheet outlining the members of cabinet, their titles, contact information and headshots.
- Do we use it? While the sheet is readily shared with those who request it and is up-to-date, its use does not appear to be widespread.
- Does it work? No, the President's Cabinet Membership Profile does not seem to meet the basic charges of Standard VII-4b in that it does not include the cabinet members' professional experience beyond initials for the degrees they have earned, nor does it make mention of how those credentials will help in fulfilling their roles and responsibilities.

Standard: VII-4c

Evidence Name: President's Cabinet Membership Profile

- Do we have it? The recommended evidence for Standard VII-4c is the President's Cabinet Membership Profile, which exists as an excel sheet outlining the members of cabinet, their titles, contact information and headshots.
- Do we use it? While the sheet is readily shared with those who request it and is up-to-date, its use does not appear to be widespread.
- Does it work? No, the President's Cabinet Membership Profile does not seem to meet the basic charges of Standard VII-4c in that it does not include the cabinet members' professional experience beyond initials.

- Do we use it? The Faculty Handbook is available on the employee hub and is reviewed and edited as needed by the Handbook Committee of the Faculty Senate.
- Does it work? This section accurately describes the academic structure of the University and is consistent with the Organizational Chart of the University.

Standard: VI-4e

Standard: VII-4e

Evidence Name: University Council Bylaws

- Do we have it? On page 5 of the University Council Bylaws, Mercyhurst outlines all University Standing Committees roles and membership for staff and faculty

**Standard: VII-5**

**Evidence Name: Mercyhurst Erie Faculty Handbook**

- **Do we have it?** On page 3 in Faculty Handbook, Provost regularly evaluates faculty consistently and systemically. On page 5 in Faculty Handbook, Deans regularly evaluate faculty in their college. On page 5 in Faculty Handbook, Department Chair participates in program faculty. In addition, on page 9 on the Faculty Handbook there is a subcommittee of the Faculty Senate that is responsible for Administrator Evaluation of the “provost, Director of the center for teaching excellence, deans and associate deans”.
- **Do we use it?** To evaluate administrative units: All faculty, including those in administrative roles are evaluated regularly. This includes their teaching, scholarship and University service. In addition, the Erie Faculty Senate regularly evaluates the Deans and the Provost in a cyclical basis.
- **Does it work?** To evaluate administrators: Administrative evaluations are done by the faculty and are delivered to their supervisor. How they are used is uncertain and whether senior administrators beyond the President are evaluated is unknown.

**Standard: VII-5**

**Evidence Name: University Bylaws May 2019**

To evaluate administrative laws, Mercyhurst Erie Faculty Handbook, page 34 of the University Bylaws, Mercyhurst Erie, Pa. 16801, (sit) 1 (y) 3 g.5