



# Western Oregon University General Information Handbook

# **WESTERN OREGON UNIVERSITY**

## **GENERAL INFORMATION HANDBOOK**

**LAST UPDATED JULY 2014**

**This Handbook does not create any legal rights.**

This Classified Employee Handbook is intended as a general guide to laws, rules, polices and Contract language applicable to WOU classified staff. In order to determine what legal relationship exists in any given subject area, classified employees will be required to examine the source documents such as laws, rules and their current union contract.

To the extent this Handbook also sets out University policy, keep in mind that policies can sometimes change at the discretion of University administration, and current Contract language may change through the collective bargaining process.

Updates, corrections, additions, or deletions affecting the information contained herein may be distributed from time to time to all classified staff. The new material should be promptly inserted in the Handbook and the outdated material discarded. Errors or suggestions for changes should be called to the attention of the Director of Human Resources.

# **GENERAL INFORMATION - HANDBOOK**

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# **GENERAL INFORMATION - HANDBOOK**

## **INTRODUCTION**

### **WELCOME TO WESTERN OREGON UNIVERSITY**

This Classified Employee Handbook reflects Western Oregon University (WOU) and Oregon University System (OUS) policy and union contract as of the date of publication. The statements contained herein are based upon or taken directly from various sources. These include, but are not limited to, the Oregon Administrative Rules of the Board of Higher Education (hereafter designated OAR), the current Collective Bargaining Agreement with the Service Employees International Union (hereafter designated SEIU Contract), as well as policies and practices enunciated in memos and directives from various administrative offices.

### **HISTORY OF WOU**

In the early 1850s, pioneers crossed the Oregon Trail to found a church and school in the Willamette Valley. In 1856, Monmouth University opened with a handful of students. This was the beginning of what is now Western Oregon University, which has grown from a private institution as a prominent teacher preparation school to today's diverse liberal arts university. Through the years, WOU has undergone seven name changes and with each assumed new responsibilities.

In 1865, it merged with another private institution and became Christian College. In 1882, the Oregon Legislature approved the college to become a state-supported teacher training school. The Oregon State Normal School, later Oregon Normal School, ushered in the school's long tradition of excellence in teacher education, which it enjoys to the present day.

The university underwent a growth spurt in the 1920s and more than tripled its enrollment at that time. The name was again changed in 1939 to Oregon College of Education. Teacher education programs brought the school national recognition for excellence, and new programs were added in the liberal arts and sciences.

By 1981, the institution had broadened its academic programs in the liberal arts fields so much that it was renamed Western Oregon State College.

In 1997, the school's name was changed again to Western Oregon University, recognizing our broader role as a comprehensive public liberal arts institution serving the citizens of Oregon. Today, approximately eighty-five percent (85 %) of WOU students are from Oregon, with approximately fifteen percent (15 %) from other states and other countries.

### **MISSION STATEMENT**

Western Oregon University is a comprehensive university that creates personalized learning opportunities, supports the advancement of knowledge for the public good and maximizes individual and professional development. Our environment is open to the exchange of ideas, where discovery, creativity and critical thinking flourish, and students succeed.

# ORGANIZATION

## OREGON UNIVERSITY SYSTEM

The Oregon University System (OUS) includes all state-supported higher education beyond the community college level. Members, besides Western Oregon University, are Oregon State University, University of Oregon, Portland State University, Southern Oregon University, Eastern Oregon University, and Oregon Institute of Technology. The State Board of Higher Education governs OUS. The governor appoints the board members with confirmation by a legislative committee on appointments.

The chief administrative officer of the Board is the Chancellor, through whom institutional presidents are responsible to the Board. The Chancellor administers several centralized functions of OUS, including high school relations, personnel, libraries, budget, facilities, planning, and academic affairs.

General policies of OUS are contained in the Oregon Administrative Rules (OARs). The Administrative Rules contain pertinent state laws, bylaws of the State Board of Higher Education, and policy-establishing excerpts from official board minutes including regulations governing areas such as classification, compensation, and conditions of service.

## WESTERN OREGON UNIVERSITY

Western Oregon University is a regional public liberal arts university offering both graduate and undergraduate degrees in teacher education and the liberal arts and sciences. While it serves students throughout Oregon, the student body comes predominantly from the Willamette Valley and the coastal areas of Oregon.

The university is organized into two colleges: the **College of Liberal Arts and Sciences** with divisions of Business/Economics, Computer Science, Creative Arts, Humanities, Natural Sciences and Mathematics, Psychology, and Social Science; and the **College of Education** with divisions of Teacher Education, Special Education, and Health/Physical Education. The College of Education also administers the Regional Resource Center on Deafness and the Office of Field Services.

The University is further structured to include the Athletic Director, Vice President for Student Affairs, Director of University Advancement, the Executive Vice President for Finance and Administration, and the Provost & Vice President for Academic Affairs. Each of these positions report directly to the President and are responsible for numerous departments under their purview. The College of Liberal Arts and Sciences, the College of Education, and the Library and Media Services are housed under the Office of the Provost, and constitute the academic components of the University. Direct academic support services are provided by other units organized under the Office of the Provost which include the Academic Advising and Learning Center; Center for Teaching and Learning; Division of Extended Programs; Office of the Registrar; Teaching Research Institute; Writing Center; Graduate Studies Office; Honors Program; Study Abroad & International Exchange Program; and the International Students & Scholars Affairs. The Executive Vice President for Finance and Administration provides leadership to the departments of Human Resources and Affirmative Action; Physical Plant Operations; University Computing Services; Business Services; Budget and Payroll; and, Campus Public Safety. The Vice President for Student Affairs oversees Campus Recreation; Health and Wellness Center, Upward Bound; Student Health and Counseling Center; Campus Dining; Multicultural Student Services and Programs; Disability Services; Service Learning & Career Development; Dean of Students and University Residences; Student Enrichment Program; Werner University Center; and Student Leadership and Activities Program. The Director for University Advancement oversees the Annual Fund; Smith Fine

Arts Series; Jensen Arctic Museum; Special Projects and Programs; Business Operations; Public Relations; Alumni Relations; and serves as Executive Director of the WOU Foundation.

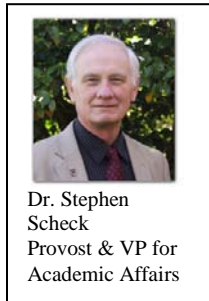
## ORGANIZATION CHART

<http://www.wou.edu/president/images/orgchart.pdf>

### UNIVERSITY ADMINISTRATORS



**President** - The President of the university is appointed by the State Board of Higher Education, with the involvement of the faculty and staff in the selection process. As the chief executive officer, the president provides the intellectual and administrative leadership for the university and has primary responsibility for programs and budgets, as well as employment, retention, promotion, and assignment of the faculty. Departments reporting directly to the president are Student Affairs, Advancement, Academic Affairs, Finance and Administration, and Athletics.



**Provost and Vice President for Academic Affairs** - The Provost is the chief academic officer. When the president is absent from campus, the provost acts as the chief executive officer. The office is administratively responsible for the two academic colleges and academic services which include the Academic Advising and Learning Center, Office of Admissions, Financial Aid Office, Division of Extended Programs, Graduate Office, Center for Teaching and Learning, Office of International Students and Scholars, Library and Media Services, Registrar's Office, the Writing Center, the Honors Program, Army ROTC, and Study Abroad and International Exchanges. Also reporting to the Provost are the Teaching Research Institute and the Western Community Policing Institute.



**Dean of the College of Liberal Arts and Sciences** - The Dean is the chief administrator of the College of Liberal Arts and Sciences which includes the divisions of Business/Economics, Computer Science, Creative Arts, Humanities, Natural Sciences and Mathematics, Psychology, Social Science, and Fire Services & Interdisciplinary Studies. The Dean is responsible for the ongoing direction, development, and evaluation of both faculty and curriculum and for the management, assignment, and distribution of the college's human, physical, and financial resources. The office also administers the Interdisciplinary Studies Program, International Studies Program, and the Liberal Arts Core Curriculum (LACC).



Dr. Mark Girod  
Dean

**Dean of the College of Education** - The Dean is the chief administrator of the College of Education which includes the divisions of Health/Physical Education, Special Education, and Teacher Education. The office also administers the Regional Resource Center on Deafness (RRCD) and the Office of Field Services. The dean is responsible for the ongoing direction, development, and evaluation of both faculty and curriculum and for the management, assignment, and distribution of the college's human, physical, and financial resources. The dean plays a special role in representing the university to various off-campus groups and institutions with a particular interest in public education.

**Division Chairs** - Each division in the two colleges is headed by a Chair who reports to the college Dean. Division chairs are immediately responsible for curriculum development, assignment and evaluation of faculty, supervision and control of budgets, and preparation of class schedules for their entities.



Eric Yahnke  
VP Finance and  
Administration

**Vice President for Finance and Administration** - The Vice President serves as the chief fiscal officer of the university and is responsible for the Bookstore, Budget/Payroll Office, Business Services, Campus Public Safety, Computing Services, Human Resources/Affirmative Action, and the Physical Plant.



Dr. Gary Dukes  
VP Student  
Affairs

**Vice President for Student Affairs** - The Vice President is responsible for Campus Dining, Disability Services, the Office of the Dean of Students, Multicultural Student Services and Programs, Service Learning and Career Development, Student Health and Counseling Center, Student Enrichment Program, University Residences and Judicial Affairs, Upward Bound, Werner University Center/Student Leadership and Activities, Campus Recreation.



Tommy Love  
Director of  
Advancement

**Director of Development and WOU Foundation** - The Director is responsible for resource development, including all fund-raising efforts; alumni relations; institutional marketing; and special activities such as the Jensen Arctic Museum, the Edgar H. Smith Fine Arts Series and Gentle House. The Director also serves as Executive Director of the WOU Foundation.

## **ACADEMIC SUPPORT SERVICES**

The following areas report to the Provost/Vice President for Academic Affairs

### **Academic Advising and Learning Center**

The Director is responsible for coordinating the general advising activities on campus and for tutoring. The office advises students prior to assignment of an academic advisor. Students are given help with LACC questions, registration planning, study skills and individual tutoring in specific subject areas.

### **Admissions Office**

The Director is responsible for overall enrollment strategy including recruitment, admissions, financial aid policy, and student retention to graduation. The Director develops partnerships with middle and high schools that lead to increased student awareness and preparation for college and with community colleges to ensure successful student transitions to WOU.

### **Center for Teaching and Learning**

The Center for Teaching and Learning includes the Technology Resource Center which provides training on software products, academic web design, WebCT and distance education support, and collaboration in the production of multimedia solutions.

### **Graduate Programs**

The Director is responsible for overall graduate student enrollment strategy including recruitment, admissions, financial aid policy, and retention to graduation. The Director develops partnerships with other colleges and universities that lead to increased awareness and preparation for graduate school. The Graduate Programs Director coordinates degree programs for graduate students to obtain a Masters of Arts or a Masters of Sciences Degree in at least twelve (12) different graduate programs in various fields of study.

### **Division of Extended Programs**

The Executive Director plans, coordinates, and directs all self-supporting educational programs both on and off campus. These include distance education, continuing professional development, youth programs, conference services and testing (CLEP, MAT, PRAXIS and others).

### **International Students and Scholars**

This department handles all international student admissions and marketing, recruitment, advising on immigration information, H-1B and J-1 for faculty, staff and scholars, international agreements/relationships, hospitality for international visitors and the ESL program coordination.

### **Library and Media Services**

Library and Media Services provides information research, access, and duplication services in several locations on campus – the Hamersly Library and areas within the Instructional Technology Center building. The Hamersly Library has varied print and electronic collections, scholarly books, k-12 curricular materials and state-adopted textbooks, journals, newspapers, government documents, audiovisual materials, online resources, and other materials.

All staff members are invited to use the library's resources, collections, classrooms and meeting rooms. Library materials may be searched by using WOLF, the WOU online catalog, accessed from the library home page. A valid WOU ID card must be presented in order to check out materials. The WOU ID card may also be used to request materials from other Oregon and Washington college and university libraries through the SUMMIT online catalog link on the library's home page, or through borrowing directly from those institutions.



Information regarding library hours, loan periods for library materials, borrowing materials from other libraries, and policies and procedures for reserving and using library classrooms and meeting rooms may be found on the library web site at <https://library.wou.edu/>.

Library and Media Services also provides the following services to the WOU campus community:

#### Print Shop

The Print Shop, located in ITC 112, offers digital high-speed duplication and off-set printing options for simple or complex projects. The staff is available for pre-print consultations for complex jobs, custom orders and quotes on request. The Print Shop is open Monday through Friday, from 8:00 AM to 5:00 PM. You may call the service desk at 503-838-8431 or visit the Print Shop web site at [www.wou.edu/printshop](http://www.wou.edu/printshop) to find out more information on its services and options.

#### Video Production Services (VPS)

Video Production Services, located in ITC 004, offers a variety of video production, duplication, and access services to the campus. Video conferences between remote sites and the campus are available in a studio facility that accommodates 28 people. Satellite downlink capabilities include program taping as well as transmission to the Hamersly Library and other campus locations. VPS staff provides audiotape, videotape and disc duplication services. A multimedia production team covers university events and classroom-related activities. Studio and field productions include sports events, lectures and many other campus events. Videographers offer consultation to clients who are planning projects.

VPS operates and provides technical support for WIMPEG, the public access cable channels in the Monmouth-Independence area. WIMPEG is a partnership between the university and the cities of Monmouth and Independence. Campus-produced shows are featured on the channels. A community billboard features campus and community events.

Video Production Services is open Monday through Friday from 8:00 AM to 5:00 PM. You may call 503-838-8975 or visit the VPS web site for more information:

<https://wou.edu/ucs/resources/digital-production-services/>

#### **Registrar's Office**

The traditional and primary responsibility of the Registrar's Office is to maintain the integrity and accuracy of academic records. To that purpose the Registrar's Office provides the following services:

- Builds the class schedule and assigns rooms, including courses offered Continuing Education and Outreach Services
- Prepares and provides online registration
- Verifies enrollment
- Processes grades and subsequent grade changes
- Monitors degree requirements for undergraduates
- Confirms and awards degrees
- Coordinates attendance at commencement
- Generates and distributes diplomas
- Provides transcript services
- Certifies eligibility for veteran's benefits
- Verifies degree progress for student athletes

### **Study Abroad and International Exchanges**

This office provides diverse international programs and opportunities to students, faculty, and staff, and supports the university's goal of encouraging the greater participation in and advancement of programs that facilitate understanding and the exchange of people and ideas in international, multicultural, and cross-cultural arenas. For more information, visit the web page: [www.wou.edu/international/study-abroad](http://www.wou.edu/international/study-abroad).

### **Teaching Research Institute**

The director of the Teaching Research Institute oversees a wide range of educational endeavors including studies examining the relationship between teacher effectiveness and student learning, model development and training in early childhood with a major emphasis on special education issues and national technical assistance centers dealing with deaf/blind programs.

### **Western Community Policing Institute**

The institute provides training and technical assistance to public safety agencies and community groups in six states in the Western region and to all Native American tribes. This is a grant-funded program.

The purpose of the Financial Aid Office is to provide monetary assistance to students who can benefit from higher education by administering student financial aid programs according to federal and institutional regulations. The Financial Aid Office educates students regarding financial aid and scholarships by providing thorough financial aid counseling and financial aid consumer information. By delivering service in a timely, accurate and service-oriented manner, the Financial Aid Office assists the university's recruiting and retention efforts.

The Financial Aid Office also provides documentation on the estimated cost of attending Western Oregon University which including general living expenses. These estimates address the fixed costs of tuition and fees, and housing and dining. They also reflect the secondary expenses such as off-campus housing and the general daily expenses a student may need to provide for.

### **Writing Center**

The Writing Center is the only academic support unit on campus specifically designed to promote a student's development and success as a college writer. The consultant team is available to assist students in person and online with writing projects for any course and any level of instruction.

### **Army ROTC**

The Army Reserve Officers' Training Corps (ROTC) is a nationally standardized program of pre-commissioned officer education and training offered at hundreds of colleges and universities throughout the United States. Army ROTC is one of the best leadership courses in the country and is can be part of a student's college curriculum. During classes, leadership labs, physical training and field training exercises, students learn firsthand what it takes to lead others, motivate groups and conduct missions as an Officer in the Army. Upon graduation, students are commissioned a Second Lieutenant and serve as an officer in the Active Army, Army Reserve or Army National Guard.

## **FINANCE AND ADMINISTRATION**

The following departments report to the Vice President for Finance and Administration.

### **Budget/Payroll**

The Budget Director is responsible for the preparation of the annual and biennial budgets, planning and analyses of fiscal matters, monitoring budgetary expenses and the university's financial condition. Additionally the Budget Director supervises the Payroll Manager, who in turn is responsible for the timely and accurate processing of all wages for WOU employees through the payroll office. The payroll office administers the rules of all federal, state, and other regulatory agencies with regard to compensatory, withholding, and tax related requirements. Additionally the Payroll Office processes all student employee payroll each month.

### **Business Services**

The director is responsible all accounting, the cashier's office, parking permits, campus switchboard, telecommunications, purchasing, contracts including Personal Services Contracts, travel-related forms and travel advances, financial aid disbursement, tuition billing and fee payments, student emergency loans and deferments, and Banner authorizations and support.

#### The Bookstore

The Bookstore is also part of the Business Services Office and handles all student textbook purchases, selling of used textbooks, art supplies, WOU merchandise, and orders for graduation regalia.

### **Campus Public Safety**

The primary responsibility of Campus Public Safety is to provide a system for the protection and safety of our campus community – people, vehicles, buildings, and property – and provide general assistance to visitors, employees, and others doing business or associated with the university.

Campus Public Safety is staffed 24 hours a day, seven days a week to respond to campus incidents, building alarms, crimes, injuries or illnesses, traffic and parking accidents, safety hazards, coordination with local law enforcement, crowd control, building inspections, parking enforcement and related activity.

### **University Computing Services**

The Director is responsible for campus-wide computing administration, database administration, webmaster, long-range planning, system/network design, institution-wide computing decisions, and coordination of on-going projects. This position also coordinates the Student Technology Fee activities.

### **Office of Human Resources**

The Human Resources Director is responsible for the oversight of the University's human resource activities including collective bargaining management, response to grievances, faculty and staff recruitments, worker's compensation claims, employee benefits, retirement program enrollment, verification of employment, leave accruals, Notices of Appointment, staff fee forms, administration of state and federal leave laws, disabilities accommodations for faculty and staff, support for academic personnel issues, new employee orientations, ID cards and official employee personnel files. The Director is also the Affirmative Action Officer for the University.

### **Physical Plant and Facilities Operations**

The Physical Plant and Facilities Operations are charged with the maintenance and operations of the buildings and grounds allocated to Western Oregon University. Approximately 157 acres of grounds and 1.15 million gross square feet of structures are within the campus boundaries. The Physical Plant includes

facility planning, building maintenance and repair, grounds maintenance, campus moves, event set-ups, custodial services, recycling, keys, locks and nameplates, campus mail, and surplus property.

## **STUDENT SUPPORT SERVICES**

The following areas report to the Vice President for Student Affairs.

### **Campus Dining**

The Director is responsible for residential dining for student residents and Retail Dining in the Werner University Center and catering. The Director is the Valsetz Dining Hall building manager and responsible for campus meal plan and management software and food purchasing contracts.

### **Disability Services**

The Office of Disability Services is responsible for determining appropriate accommodation needs and facilitating campus accessibility for students with disabilities. The Director works cooperatively with departments and offices on campus regarding necessary accommodations for students with disabilities including interpreters for deaf students.

### **Multicultural Student Services and Programs**

The Office of Multicultural Student Services and Programs (MSSP) is committed to providing educational opportunities and outstanding programming for ethnic and culturally diverse students. MSSP strives to foster a supportive environment for students of color to live, learn and grow as active members of the Western Oregon University community and as individuals.

MSSP also advises the Multicultural Student Union (MSU) and Movimiento Estudiantil Chicano de Aztlan (MEChA). These two student organizations have weekly meetings and sponsor numerous cultural events throughout the year such as: Dia de los Muertos, MSU Pow-Wow, African-American Awareness Celebration, Women of Color Celebration, Nuestra Fiesta Latina, Chicanito Tour, Holiday Food Baskets and Chicano Week: Voces de la Raza.

### **Service Learning and Career Development**

Service Learning & Career Development provides a comprehensive approach to career preparation, professional development, and service to the community through relevant and experiential education opportunities. This office is a primary source of service learning, career development, community partners, alumni and job internship and graduate school recruiters. Student work-study and other jobs on campus are arranged through the office of Service Learning and Career Development.

### **Student Enrichment Program**

This is a grant-funded program. It is designed to assist eligible students to find success in their college experience. Services offered include counseling, advising, basic skills assistance, and student advocacy.

### **Student Health and Counseling Center**

The Director is responsible for the direction of care for students on campus and the operation of the center. Services include up to five free personal counseling sessions per student; additional sessions are available at a nominal fee to students. Most Medical care is available for free or at a reduced rate.

### **University Residences and Judicial Affairs**

The Dean of Students is responsible for on campus housing (residence halls and apartments), student judicial affairs and the Code of Student Responsibility.

### **Upward Bound**

Upward Bound is a college preparatory program funded by the U.S. Department of Education. Eligible high school students receive tutoring, counseling and classroom instruction designed to help them enter and successfully complete a post-secondary program.

### **Werner University Center and Student Leadership & Activities**

The Director is responsible for advising student leaders regarding social, cultural, and educational programming; for providing recreational activities on campus; and for the direction, maintenance, and operation of the facility and its organization. Scheduling of facilities is a responsibility of the Werner University Center.

### **Campus Recreation & Student Health and Wellness Center**

Campus Recreation serves the WOU community by providing activities that promote health, keep physically active, relieve some stress, meet new people and have fun. It offers a wide variety of organized recreational activities to WOU students, faculty and staff through intramural sports leagues, tournaments and special events, the aquatics and outdoor programs, and weight training and exercise equipment programs.

## **UNIVERSITY ADVANCEMENT AND THE WOU FOUNDATION**

The following areas report to the Director of Development and Advancement.

University Advancement includes Alumni relations, business-industry liaison; fund raising from private foundations, alumni, business, and friends of the university; legislative liaison; and gift planning services and activities. The Director Development is also responsible for the Jensen Arctic Museum, Smith Fine Arts Series, Wolfpack Athletics Club, Parents Club, Retirees Association, Emeritus Society, and Gentle House.

### **Alumni Association**

The Alumni Association helps thousands of the university's alumni stay in touch with each other, support WOU, and receive membership benefits.

### **WOU Foundation/Scholarships**

The WOU Foundation assists the university in building financial support for its educational, research, and public service activities, and coordinates the efforts of several Western Oregon University support groups. It is a non-profit 501(c)3 organization and operates on the WOU campus and with university support under the auspices of a 1990 agreement between the Foundation, the university, and the Oregon University System. It is managed by a 24-member board of directors composed of members-at-large and representatives from ancillary fund-raising and campus groups.

### **Office of Public Relations and University Marketing**

This office offers and coordinates services to enhance the visibility and to accurately project the image of Western Oregon University through the judicious use of a variety of communications. These include news and feature releases, publications, the Web site, coordinated outreach activities, advertising, and prompt response to media queries. The office is also responsible for integrated marketing planning and the university's institutional identity standards. Areas of public relations emphasis and thematic

approaches in publication and advertising design correspond with the university's mission and goals.

Public Relations and University Marketing is the official source of information for media representatives. All news releases on behalf of the university are issued by this office.

#### In the Event of an Emergency

In the event of a news story, from a minor negative happening to a rumor to a true crisis situation, it is the job of public relations to:

- coordinate the flow of information to the media and concerned publics,
- assist university officials in preparing public statements, and
- assure that public information is made available accurately and in a timely manner.

The Public Relations Director serves as the spokesperson when other university officials are not available for comment.

#### Public Relations Procedures

In dealing with the news media, anyone is free to speak with the media as citizens or as academic professionals at any time, except during a crisis\* situation or about sensitive information. We ask that you contact the public relations office so we may:

- Provide advice and/or assistance if you would like
- Answer the media query on your behalf if you wish
- Follow up with the reporter to provide additional information/photos/etc.
- Plan for publicizing events should include contact with public relations three to four weeks in advance.
- Contact with the media will be initiated by the public relations to assure coordination of information.
- When university personnel receive an inquiry from the media, responses should be coordinated with the office of public relations. Obtain the reporter's name, publication or station represented, phone number, nature of inquiry.
- Refer media representatives to the PR office when inquiries pertain to university policy, questions to which an official response has been prepared, or responses that require coordination among two or more administrative units.
- Respond to media inquiries in a timely fashion by contacting the public relations office immediately or by returning a call to a reporter if it is appropriate to respond as noted above, and then letting the PR office know.
- University faculty and staff should make clear to the media when not speaking in an official capacity.

\*A **crisis** is an unforeseen critical event, violent or non-violent, caused by nature, by accidents or by deliberate acts, about which the media and the public will expect or have requested information.

***No employee is under any obligation to speak to members of the media and may always refer calls to the public relations office. If you wish to respond, it's always best to give yourself some time to think through your response by telling the reporter you will call back in a certain amount of time...and then honoring that time frame. If a reporter pressures you with a deadline, that still entitles you to take a breath and call back or refer the call. If you do not wish to respond, please inform the PR office. It is not good practice to simply ignore a media query.\*\****

\*\* The above is the university's Public Relations Policy and Procedures, adopted by the President's Staff, November, 2005.

**Gentle House**

The Gentle House is a renovated, 19th century Victorian-era country home located in a lovely pastoral setting which is available for use as a location for weddings and as a conference or meeting center. The house is operated by the WOU Foundation.

**Jensen Arctic Museum**

The Jensen Arctic Museum is one of only two museums in the Lower 48 states devoted solely to Arctic culture and ecology. It's an engaging museum for both young and old. In addition to tours given by trained docents, the museum has videos and hands-on activities.

**Edgar H. Smith Fine Arts Series**

The Edgar H. Smith Fine Arts Series offers the best in fine arts entertainment at affordable prices. The performance events are conducted in the Rice Auditorium.

**The following Volunteer service groups are supported by the University Advancement and the WOU Foundation:**Parents Club

The Parents Club is made up of parents of current and former students who give support to their children and each other, and raise funds for scholarships.

Wolfpack Athletic Club

Western's athletic booster club provides financial support for students and athletic programs. It also sponsors a variety of events promoting Western athletics.

Emeritus Society

The Emeritus Society is open to retired faculty, staff, and interested members of the public who wish to promote the University and to organize travel and services for their members.

Phonathon

The Phonathon is comprised of WOU students who are committed to increasing the excellence of education. The Phonathon Program allows the university to talk to alumni, friends and parents on a more personal level. It is also an excellent opportunity to raise funds for students.

Planned Giving

Planned Giving allows the contributors of Western Oregon University to share in a partnership; shaping and developing the future of WOU through their gifts and support. Donations may be made through a variety of ways, such as wills and bequests, annuities, trusts, life insurance, appreciated stock, retirement assets, and real estate.

**GOVERNING BODIES AND COMMITTEES****Faculty Senate**

The Faculty Senate is a representative body composed of faculty elected by the various academic elements of the university. The senate also provides advice and recommendations to the president and other personnel and areas of the university on whatever matters it considers appropriate.

## **Staff Senate**

The purpose of the Staff Senate is to promote positive dialogue among staff, faculty, administrators, and students; advise and recommend to the University President on matters outside the scope of collective bargaining; make resolutions on behalf of constituencies and outside the scope of collective bargaining; and consider ideas or projects of importance to the university.

## **Associated Students of WOU**

The Associated Students of WOU (ASWOU) is the official governing body of the students. All WOU students are members of ASWOU. On matters of concern to students, the university administration may consult directly with student government officers or solicit input through student members of the various campus committees. The ASWOU President recommends students to serve on committees.

## **Administrative Support Council**

The Administrative Support Council (ASC) is an advisory group serving at the request of, and in service of, the President of Western Oregon University. The Council's charge is to represent concerns, and act as the voice of the professional staff. The ASC is governed by bylaws prepared by the professional/unclassified staff and approved by the President.

## **Campus Committees**

Campus committees have representation from a variety of campus constituencies such as faculty, administrative and classified staff, and the student body.

Academic Information Services Committee Charge: a) serve as an advisory body to the directors of the Hamersly Library, the Instructional Technology Center, and Computing Services; b) review matters pertaining to the Hamersly Library, the Instructional Technology Center at the request of the directors; c) review information services policies and practices that affect instruction and faculty research; and d) notify and advise the Faculty Senate on matters regarding academic information services.

Academic Requirements Committee Charge: a) assist the registrar with the review of petitions regarding academic requirements; b) consider various policies concerning academic requirements for admission, continuance in college and graduation; and c) alert the Faculty Senate of issues concerning students and academic standards which the committee believes are of significance to faculty.

Graduate Study Committee Charge: a) serve in a review and advisory capacity to the director of Graduate Study and Faculty Senate; and b) maintain a close liaison relationship with students and curriculum developments relative to fifth-year programs.

Honors Committee Charge: a) serve in a review and advisory capacity with regard to the academic Honors Program and its director; b) serve in a liaison capacity with other campus groups that regularly recognize student academic excellence; c) assume responsibility for selecting and presenting the annual Faculty Honors Award and Lecture; and, d) serve in a review and advisory capacity with regard to university policies and procedures for awarding of quarterly and commencement honors.

International Education and Services Committee Charge: a) serve as an advisory body to the Director of International Education and Services and the administration of the university on matters pertaining to international programs; and b) participate in program development and public relations activities in the international field.



Student Financial Aid and Scholarship Committee Charge: shall make recommendations concerning policies and administration of the various federal, state, and institutional financial aid programs available for students, including scholarships, grants, loans, and student employment.

Student Grievance and Concerns Committee Charge: a) review current formal and informal academic and non-academic grievance procedures; b) consider and act upon grievance petitions; c) educate the university community about the grievance process; c) consider various policies dealing with academic requirements for admission, continuance in the university, and graduation; d) serve in a review and advisory capacity with regard to university policy and procedures for the awarding of quarterly and commencement honors; e) assist the Faculty Senate and other Senate committees by examining implications for students of issues, policies and procedures being considered; f) inform the Faculty Senate of committee activities and to refer all policy recommendations to the Faculty Senate for approval; and g) alert the Faculty Senate of issues concerning students which the committee believes are of significance to faculty.

Safety/Energy Conservation Committee Charge: review safety needs submitted by the Safety Officer; review reports of safety hazards, accidents and safety investigations; and provide input and advice regarding of safety issues and energy conservation.

Admissions Committee Charge: review student applications that have not met the regular or alternative admissions requirements for possible admission to the university.