

University Policy Digest
October 9, 2019

Policy Number and Link	Policy Name	Senior Responsible Official	Primary Point of Contact for Questions	Primary Reason for the Policy or Change
<u>202</u>	Honorary Faculty Titles	Provost	Deans	Standardizes the process for conferring or withdrawing honorary titles. Approved by the Faculty Senate September 2018.
<u>425</u>	Employment Background Checks	VP Admin	Human Resources and Academic Affairs	Requires criminal background checks for all new faculty and staff. Discusses the review and decision process for such checks.
<u>829</u>	Consensual Sexual or Romantic Relationships in the Educational or Workplace Environment	Provost (Faculty) VP Admin (Staff)	Richard Baker, Director of Equal Opportunity Programs and Title IX Coordinator <u>richard.a.baker@rice.edu</u>	Discusses when such relationships are allowed, when they must be disclosed, and when they are prohibited. This policy is based on the Faculty Senate Statement (April 15, 2009), and has been expanded to cover additional types of relationships, as well as provide procedural guidance.
<u>830</u>	Rice University Policy on Harassment and Sexual Misconduct	VP Admin	Richard Baker, Director of Equal Opportunity Programs and Title IX Coordinator <u>richard.a.baker@rice.edu</u>	<p>Updated to clarify roles and expectations, as well as expand coverage to Harassment, sexual harassment, sexual assault, dating violence, and stalking</p> <p>Also, pursuant to Texas law (SB212), all faculty and staff who receive information, directly or indirectly, regarding harassment, sexual harassment, sexual assault, dating violence, or stalking by or against a University student or employee must promptly report the incident to EEOP/AA or a Deputy Title IX Coordinator within 24 hours.</p> <p>More information on this policy and update is available at <u>https://policy830.rice.edu/</u>.</p>

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June 7, 2019

Policy Number and Link	Policy Name	Senior Responsible Official	Primary Point of Contact for Questions	Primary Reason for the Change
<u>808</u>	Protection of University Data and Information	VP Information Technology	Information Security Office (marcs@rice.edu)	To require encryption on any device that holds personally identifiable information, and to require immediate reporting to the Information Security Office any breach or loss of such data. Also updated to include coverage of new the European Union’s data privacy regulation and new federal requirements related to “controlled unclassified information.”
<u>827</u>	Renovations and Additions to Campus Buildings, Facilities and Grounds	VP Administration	AVP Facilities Engineering & Planning (kjones@rice.edu)	Last revised in 1978, this has been revised to match current practices, and to ensure that all renovations and changes will meet relevant regulatory and safety standards.
<u>849</u>	Use of Electronic Signatures	VP Information Technology	Information Security Office (marcs@rice.edu)	This is a new policy to define when such signatures may be used, and the limitations on use.
Clerical Changes				
<u>201</u>	Faculty Appointments, Promotions and Tenure	VP Academic Affairs	Academic Affairs (cjwickliff@rice.edu)	Clerical change to update links, and to update the title of the revised Procedures for Faculty Reappointment, Promotions, and Tenure
<u>304</u>	Effort Reporting	VP Finance	Controller’s Office (bfralic@rice.edu)	Clerical change to correct the reporting deadline, which was 30 business days, to 30 days (which is consistent with the procedures and longstanding practice).

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 For the Period October 31, 2017 to April 11, 2018

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201	Faculty Appointments and Tenure	Vice Provost Academic Affairs	Arnaud Chevallier, x4025	<p>This revision is based on the work of the VPAA and Faculty Senate, for the purpose of correcting structural and usability problems in the previous Policy 201 (which had multiple editions).</p> <p>This revision was endorsed by the Faculty Senate on September 20, 2017.</p>
326	Human Research Protection Program	Vice Provost Research	Krystal Toups, X6200	This policy update was necessary to comply with current federal regulations, and to clarify roles and responsibilities relative to research involving human subjects.
820	Campus Demonstrations, Protests and Other Organized Expressions of Opinion	Vice President Administration	RUPD, rupd@rice.edu	Last updated in 1975, this policy update clarifies roles and responsibilities while preserving a commitment to free speech.
848	Rice University Alcohol Policy	Provost	See alcoholpolicy.rice.edu	<p>The purpose of this new policy is to establish for all faculty, staff, and students that it is Rice policy to follow the law related to the consumption of alcohol, and further clarify the requirements around events with students where alcohol is served.</p> <p>This policy establishes that if alcohol will be served and more than 10% of the participants are students, the event must be registered, and must follow the relevant procedure based on the type of students, either:</p> <p>A) Undergraduate students, B) Jones School graduate students, or C) Graduate Students (non- Jones School).</p> <p>Please see alcoholpolicy.rice.edu for more information.</p>

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For the Period August 1, 2016 to May 10, 2017

Policy Number and Link	Policy Name	Senior Responsible Official	Primary Point of Contact for Questions	Primary Reason for the Change
314	Care and Humane Treatment of Animals Used in Research, Testing, Education and Training	Y. Shamoo	Office of Research/ C. Garcia	Updated to comply with federal and state law, and support accreditation efforts
402	Access and Accommodation for Individuals with Disabilities	K. Kirby	Disability Support Services/ A. Russell	Updated to comply with federal regulations (including the ADA Amendments Act), as well as provide additional clarity around roles and responsibilities
405	Paid Time Off (formerly Benefit Time)	K. Kirby	Human Resources/ M. Cronin	Updated to comply with federal regulations (including Affordable Care Act and Fair Labor Standards Act), and add clarity to the existing policy.
426	Service Awards	K. Kirby	Human Resources/ M. Cronin	Revoked. This policy predated many of the programs and services that are offered by Human Resources, and was no longer current.
429	Problem Solving	K. Kirby	Human Resources/ M. Cronin	Revoked. This policy predated many of the programs and services that are offered by Human Resources, and was no longer current.
807	Partisan Political Activities	L. Thrane	Public Affairs/N. Cook	New policy to comply with IRS requirements for nonprofits as well as regulations related to lobbying or partisan political activities on campus
810	Signature and Approval Authority	K. Collins	Information Security/M. Scarborough	Updated to require that all contracts (regardless of cost) for software or services that impact or integrate with central university IT systems require prior approval by the Vice President for Information Technology
811	University Programs or Activities Involving Minors	K. Kirby	Risk Management/ R. Block	Updated to establish the Office of Risk Management as the authority on interactions involving minors (other than admitted RU students), and specifies programmatic requirements for activities with minors including mandatory reporting of suspected abuse, program registration, mandatory background checks, and appropriate training.
832	Appropriate Use of Information Technology	K. Jelinkova	Information Security/ M. Scarborough	Updated to refocus on relevant risks and uses, as well as provide for the protection of data (as required by many statutes)
841	Identity Theft Prevention Program	K. Collins	Controller's Office/ B. Fralic	New policy to comply with federal regulations and Board of Trustees resolution regarding identity theft (sometimes called the Federal Trade Commission "red flags" rule)
842	Immigration and Visas	P. Sanders	International Students and Scholars/ A. Baker	New policy to codify the existing roles and responsibilities related to non-immigrant visas which are sponsored by Rice, as necessary to ensure compliance with federal regulations