2 - Integrity: Ethical and Responsible Conduct

The institution acts with integrity; its conduct is ethical and responsible.

2.A - Core Component 2.A

The institution establishes and follows policies and processes to ensure fair and ethical behavior on the part of its governing board, administration, faculty and staff.

1. The institution develops and the governing board adopts the mission.
2. The institution operates with integrity in its financial, academic, human resources and auxiliary functions.

Argument

Criterion 2. Integrity: Ethical and Responsible Conduct

The institution acts with integrity; its conduct is ethical and responsible.

Core Component 2.A

The institution establishes and follows policies and processes to ensure fair and ethical behavior on the part of its governing board, administration, faculty and staff.

1. The institution develops and the governing board adopts the mission.
2. The institution operates with integrity in its financial, academic, human resources and auxiliary functions.
2.A.1

*The institution develops and the governing board adopts the mission.*

As a private, Jesuit, Catholic university, Xavier University is governed by a Board of Trustees as outlined in the Xavier University [Board of Trustees’ Code of Regulations](#). The Board is responsible for “planning, executing and evaluating all general, academic and financial policies governing the operation of the University and shall be responsible for the University’s financial health and welfare.” The Board’s Jesuit [Mission and Identity Committee](#) works closely with the University staff and faculty to ensure that the University mission is fulfilled as closely as possible.

For example, in December 2017, the Board of Trustees passed a [resolution](#) approving a revised Mission Statement for the University. In connection with the approval of the resolution, the Board discussed and reviewed materials related to the process used by the University to decide upon the proposed revisions. In May 2017, prior to consideration by the full Board, the Jesuit Mission and Identity Committee met with members of the [Mission Statement Task Force](#) which included representatives from faculty and staff. The Task Force presented the Trustees with a history of the Mission Statement, an overview of the process used to review the Mission Statement today, and the feedback received from multiple constituent groups in the process of the current revision.

2.A.2.

*The institution operates with integrity in its financial, academic, human resources and auxiliary functions.*

Several Board Committees work to help ensure that the University operates ethically and with transparency in its daily operations. The [Finance Committee of the Board](#) “oversees the strategies and activities for the University’s finances and physical campus and assists management in discharging its responsibilities to ensure financial stability and to develop and maintain the long term economic health of the University in support of its mission and priorities.” In this role, the Finance Committee of the Board oversees the annual budget, reviews the University’s debt policy, and makes a recommendation to the full Board with regard to any University spending greater than $5MM. In 2019, Xavier’s financial health was assessed by [Moody’s Investors Services](#), [Standard & Poor’s](#), and [Fitch Ratings](#) and all assessments resulted in favorable changes to Xavier’s rating.
The Audit and Risk Management Committee of the Board of Trustees also works to ensure that the University operates in an ethical way. Annually, the University’s finances are audited by a third party, and annually, the Audit and Risk Management Committee meets with that external audit team, without management present, to discuss the work conducted by and the opinions of the audit team. Furthermore, to promote transparency, Xavier’s audited financial statements and Form 990 are available to the public on its website. The Audit and Risk Management Committee also reviews, and, when necessary, takes action on employees’ conflict of interest forms, which are completed annually pursuant to the University’s Conflict of Interest Policy and the Board’s Conflict of Interest Policy. The Governance Committee of the Board annually reviews the conflict of interest disclosures submitted by the members of the Board of Trustees and reports to the Executive Committee, which in turn would report any disqualifying conflict should one exist. The University additionally relies on its Internal Audit program to ensure that the University maintains adequate systems of internal controls, operations efficiencies, and compliance with applicable laws and regulations. Internal Audit reports to the Board’s Audit Committee at each of its regular meetings. Internal Audit oversees the operation of Ethics Point, Xavier’s anonymous reporting hotline, through which faculty, staff, students, and third parties can confidentially report potential ethical misconduct or breach of laws, rules, regulations, or policies.

In response to the 2009 HLC report Xavier created the University Planning and Resourcing Council (UPRC) to provide oversite and monitoring of the budgeting process for its finances. The UPRC is an advisory body reporting to the President and serves as the primary conduit for faculty and staff input into financial resource allocation related to long-range financial planning and annual budgeting. The UPRC serves to ensure that faculty and staff feedback regarding strategic and operational plans and significant financial decisions is taken into consideration by the President and the Administration. The UPRC makes recommendations and provides advice to the President regarding financial resource allocation in support of the University's strategic plan and institutional goals and objectives.

In 2019 the UPRC developed a new charter to place more focus on strategy, including a five-year plan rather than a single-year budget. Also, in 2019, the UPRC increased representation to include two staff members and a fourth faculty member to represent the newly created fourth college, the College of Nursing.

The University’s Purchasing Department includes a policy and procedures document addressing appropriate use of a university purchasing card, and training on use of and reconciliation of purchasing card transactions is offered on a regular basis.

Policies and procedures regarding academic standards and regulations for undergraduate and graduate students are set forth in the University Catalog and available on the Registrar’s webpage. Two university committees – the Board of Undergraduate Studies and the Board of Graduate Studies – provide oversight to the undergraduate and graduate curriculum, and have the ability to initiate and recommend improvements in grading policies, including standards for graduation.
Expectations regarding student conduct, including ethical, honest, and respectful behavior, are set forth in Xavier’s Student Handbook. The Student Handbook explains that it applies to every Xavier University student, and that it applies in all instances when Xavier University resources support a program, event, or trip. The Student Handbook describes the expectations Xavier has of its students in six broad categories:

- **Respect for Authority**
- **Respect for Oneself**
- **Respect for Others**
- **Respect for Property**
- **Respect for University Values: Honesty and Integrity**
- **Respect for Community**

A report of conduct that violates the values set forth in these sections can be resolved through the Student Conduct process, which is clearly defined in the Student Handbook.

The Student Handbook restates students’ privacy rights under FERPA, and sets forth the University’s commitment to non-discrimination on the basis of “race, color, age, creed, religion, gender, sexual orientation, gender identity and expression, ancestry, national origin, disability, political beliefs, marital status, military status, or genetic information.” Xavier’s commitment to Title IX compliance for students is set forth in the Student Handbook. Additionally, for student athletics, the University adheres to all NCAA requirements. Xavier University and its Athletic Department are committed to creating and promoting an atmosphere of compliance among its student-athletes, coaches, administrators and fans. This goal is achieved by creating a comprehensive program that involves education, monitoring and enforcement of all NCAA and BIG EAST rules and regulations.

University level policies are located on the Employee Guides page and the University’s Policy Library. Xavier maintains and abides by its non-discrimination, Equal Employment Opportunity, policy in its Human Resources functions. Xavier’s Associate Vice-President for Human Resources serves as the University’s Affirmative Action Officer. To support integrity in hiring, each position at Xavier is supported by a position description which expressly states the qualifications necessary to perform the position. The AVPHR works closely with Xavier’s Title IX Officer, who reports through Xavier’s Chief Student Affairs Officer and oversees Title IX concerns raised by and regarding students, faculty, and staff. Xavier’s employee benefits are publicized and reviewed regularly by the Benefits Committee, which consists of faculty and staff who advise the University President on matters regarding all employee benefits. The Xavier University Staff Handbook also serves as a resource for employees in understanding University policies and procedures, including complaint procedures. Similarly, the Faculty Handbook serves as a resource for faculty, setting forth the academic rights, duties, and responsibilities of faculty. The Faculty Handbook also sets forth the process for tenure and promotion at the University, and provides a mechanism through the Faculty Hearing Committee for addressing grievances raised by faculty members. Reports of harassment or discrimination by employees are investigated and resolved through the Harassment Code and Accountability Procedures, which also serves to address Title IX complaints made against faculty and staff. Additionally, in July 2011 Xavier University established the Office of General Counsel to
provide in house guidance and advice on legal matters and regulatory compliance.

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2.B - Core Component 2.B

The institution presents itself clearly and completely to its students and to the public.

1. The institution ensures the accuracy of any representations it makes regarding academic offerings, requirements, faculty and staff, costs to students, governance structure and accreditation relationships.
2. The institution ensures evidence is available to support any claims it makes regarding its contributions to the educational experience through research, community engagement, experiential learning, religious or spiritual purpose and economic development.

Argument

2.B.1.

Xavier University presents itself clearly and completely to its students and the general public. The University’s website provides access to accurate and current representations concerning its academic offerings, requirements, faculty and staff, costs to students, governance structure and accreditation relationships. It also includes information regarding the University’s mission, vision and values, and its Jesuit, Catholic heritage. The University also provides the general public information about its web privacy policy and website accessibility.

Via the website, Xavier clearly and completely represents the following information to the general public:

- Academic offerings: Information is available for majors and programs for the University’s undergraduate and graduate academic programs. Information is also available under the Visit and Events and Information Sessions pages, including campus visits, daily tours, open houses, and information sessions. Information is available under Apply tab, which provides requirements for undergraduate freshman, transfer, adult and international applicants, as well as second bachelor’s degree and graduate applicants.
- Requirements: Information is available for academic and admission requirements and process for its undergraduate and graduate programs. Also, the Xavier University Undergraduate and Graduate Catalog provides information for academic and programmatic requirements for students. This includes information about the academic calendar, admission, financial, services and resources, policies and procedures, requirements for degrees, majors, minors, and certificates, core curriculum, course descriptions and links to the four academic colleges at the University.
• Faculty and staff: Information is available for faculty and staff contacts by name and department. Also available is a comprehensive listing of all faculty, indicating names, degrees earned and titles. Contact information, faculty and staff directory and profiles are also provided by individual departments. Xavier’s academic departments provide additional pertinent faculty such as: academic specializations, research interests, scholarly contributions, and courses taught. Similarly, academic and student services departments provide names, contact information, and areas of responsibility for their professional staff.

• Costs to students: Information is available to the general public about tuition, fees and financial opportunities. Important information is listed under Tuition & Aid and Tuition & Fees for both undergraduate and graduate students, including information about scholarships and financial aid, grants, loans and student employment opportunities. Available information includes a net price calculator and net price information. The Office of the Bursar addresses billing, late fees, health insurance, payments and payment plans and refunds and tuition credits.

• Governance structure: Information is available about the university governance structure and administration including members of the University Administration and Board of Trustees. A link to the Xavier University’s mission, vision and values is available via the Office of the President.

• Accreditation relationships: Information is available for accreditation, approval and licensure under General Institutional Information. Information about the Higher Learning Commission accreditation, academic specialized accreditations and Accreditation and Memberships, is made available to the general public, including being reported in various departmental pages.

Xavier’s social media accounts and marketing materials represent additional means of information dissemination to the general public, including academics, events, campus life and community engagement activities. Xavier utilizes social media communication channels such as Twitter, Instagram, Facebook, YouTube, and LinkedIn to present itself and its activities to the general public. Other internal communications include Employee Announcements, Student Announcements, and other internal communications such as Today at Xavier email communication. These correspondence vehicles routinely shares information about faculty, staff and student achievements, and university programs and events.

2.B.2.
Through the Office of Student Affairs (OSA), Xavier University seeks to provide students a transformative student life experience. Through experiential learning, OSA assists students as they identify their passions, develop a sense of purpose, and establish the skills to make a difference, and to equip them to be successful on campus and after graduation. The Life at Xavier page provides links to student life experiences, such as: student involvement, clubs and organizations, faith and service, diversity and inclusion, and recreational sports. OSA also provides resources for student success such as: residence halls and dining, health and wellness, disability services, counseling and psychological services. Also information is provided about academic and non-academic community standards and supports services, such as Office of Dean of Students promotion of student integrity, Bias and Advisory Response Team in support of non-bias and Title IX Office in support of non-discrimination. Also, information is provided for Xavier University Health Services, to enhance the health and well-being of the university community.
Xavier University’s Office of Institutional Research (OIR) has a mission to improve the accuracy, standardization and accessibility of information provided by Xavier to the general public. It prepares regular reports to federal and state agencies, accreditation and affiliated organizations, such as updates on institutional data, census enrollment statistics and common data set (enrollment, demographics, persistence and graduation rates). It also reports institutional data to university and college accountability network, and college navigator – U.S. Department of Education. OIR also provides published regular reports of institutional survey and assessment research, such as student engagement, campus climate and alumni surveys. Xavier is transparent about its outcomes by providing a University Factbook about university enrollment, student mobility, degrees and completions and academics, admissions, tuition and fees, faculty and staff and retention and graduation rates, including the Student Right to Know information.

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The governing board of the institution is autonomous to make decisions in the best interest of the institution in compliance with board policies and to ensure the institution’s integrity.

1. The governing board is trained and knowledgeable so that it makes informed decisions with respect to the institution’s financial and academic policies and practices; the board meets its legal and fiduciary responsibilities.
2. The governing board’s deliberations reflect priorities to preserve and enhance the institution.
3. The governing board reviews the reasonable and relevant interests of the institution’s internal and external constituencies during its decision-making deliberations.
4. The governing board preserves its independence from undue influence on the part of donors, elected officials, ownership interests or other external parties.
5. The governing board delegates day-to-day management of the institution to the institution’s administration and expects the institution’s faculty to oversee academic matters.

**Argument**

**2.C.1.**

*The governing board is trained and knowledgeable so that it makes informed decisions with respect to the institution’s financial and academic policies and practices; the board meets its legal and fiduciary responsibilities.*

Xavier University is governed by a Board of Trustees. Article III, Section A of the University’s Code of Regulations provides that the Board of Trustees has “general responsibility and authority for planning, executing and evaluating all general, academic and financial policies governing the operation of the University and shall be responsible for the University’s financial health and welfare.” The Board meets quarterly (September, December, February, and May) as a full board and in committee meetings.

During its annual meeting in September, Officers of the Board are elected and Committee members are appointed. New members of the Board are elected at each year’s May meeting, and attend a Board Orientation prior to the annual meeting in September. Minutes of the Board’s meetings, information regarding the charges, goals, and memberships of each of the Board’s committees, and other important Board documents are housed on a password protected Nexus page, accessible to Trustees and necessary faculty and staff. In addition to the general, initial orientation offered by Xavier, first time members of the Board of Trustees are assigned to membership on the Diversity and Inclusion Committee as well as the Jesuit Mission & Identity Committee where they receive regular, ongoing orientation at every quarterly meeting dedicated particularly to Xavier’s Mission. Chairs of the Board have routinely participated in retreats sponsored by the Association of Governing
Boards along with the University President in order to establish the role of the chair in leading the board and to cement a solid working relationship between the President and the Chair. The president and Board Chair have attended these retreats for the reasons mentioned and moreover to reflect on opportunities to make Xavier's Board more strategic, impactful and consequential; each of the retreats attended has led to significant changes in Board processes and procedures.

The Board of Trustees’ Code of Regulations has established seven committees organized by Board priorities. During or prior to each meeting of the full Board, these committees meet to discuss, learn about, and give guidance on matters relevant to their plan of work. The committees receive perspective and feedback from various campus constituencies to ensure that they are appropriately informed about the matters before them; for example, the Integrated Student Success Committee meetings include the Provost and Chief Academic Officer, the Deans of each college, the Associate Provost for Student Affairs, and the Chair of the Faculty Committee, and regularly include the President of the Student Government Association. Each committee prepares and executes a plan of work to oversee and advise the work of the University.

2.C.2.

The governing board’s deliberations reflect priorities to preserve and enhance the institution.

At each meeting of the Board, there are multiple plenary sessions which are used to educate the Trustees on matters of importance in higher education in general and to Xavier specifically. In the past, these educational sessions have focused on topics from the results of a study on the university’s pricing and brand strength; the impacts of and response to student mental health concerns; and review and discussion of the university’s financial plan. These sessions are also used to allow the entire Board to discuss and debate together the appropriate direction and focus of the institution. In recent years, the board has particularly focused on developing an ERM strategy. A Risk Assessment was performed by an outside consultant and presented to the board of trustees at its September 2019 meeting. Both prior to and since, university management has worked diligently to identify strategies to respond to each area of risk identified in the assessment.

Additionally, Committees discuss and deliberate issues that fall within their particular area of concern, and then make recommendations to the full Board for further discussion and action. For example, in September 2019, the Audit and Risk Management Committee debated whether to permit guns on campus. After discussion at its meeting, the Committee presented its recommendation to the full Board at its September 2019 meeting, where the issue was discussed further before the full Board voted in favor of a resolution on the matter, prohibiting them on campus except as required by Ohio law.

2.C.3.
The governing board reviews the reasonable and relevant interests of the institution’s internal and external constituencies during its decision-making deliberations.

Representatives from the Faculty Committee and Staff Advisory Committee are invited to attend each meeting of the full Board, and the Chair of the Faculty Committee is a regular attendee at the meetings of the Integrated Student Success Committee of the Board. As mentioned above, student representatives are often invited to attend regular meetings of the Integrated Student Success Committee and are invited to dinner with the Trustees each year during the February meeting cycle; the discussions among Trustees and students at those dinners form the basis for a discussion session among the full Board the following day. Student speakers are frequent guests of the Diversity and Inclusion Committee.

Membership of the Board of Trustees includes multiple representatives of the Society of Jesus, as required by the Code of Regulations; includes members of the local Cincinnati community; includes alumni; and includes parents and other family members of current and prospective students, all of whom are expected and encouraged to participate fully in the discussions and deliberations of the Board.

2.C.4.

The governing board preserves its independence from undue influence on the part of donors, elected officials, ownership interests, or other external parties.

The Board of Trustees has adopted a Conflict of Interest Policy, and pursuant to that policy, Trustees complete disclosure statements at least annually which are reviewed and analyzed by the Board’s Governance Committee (a sub-committee of the Executive Committee) at its meeting prior to the February meeting of the full Board. Moreover, the Governance Committee is tasked with identifying and recommending new trustees for the Board, based on a matrix of necessary skills for effective stewardship, and evaluating the service of current Trustees with the aid of a Trustee self-evaluation. The Governance Committee developed and the full Board approved a document describing the ideal composition of the Board in terms of various dimensions that guides the recruitment of trustees.

2.C.5.

The governing board delegates day-to-day management of the institution to the institution’s
administration and expects the institution’s faculty to oversee academic matters.

The Board has delegated authority to take action in support of managing the day-to-day operations of the University by, among other things, resolving that capital expenditures or debt obligations that exceed $5 million require Board approval. The Integrated Student Success Committee Charter demonstrates the oversight role of the Board in academic matters.

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2.D - Core Component 2.D

The institution is committed to academic freedom and freedom of expression in the pursuit of truth in teaching and learning.

Argument

Argument

2.D.

Xavier University has a commitment to academic freedom and freedom of expression, for faculty, students and staff, as supported in its Mission Statement, (WILL NEED TO BE UPDATED to 2017) which reads:

Xavier is a Jesuit Catholic university rooted in the liberal arts tradition. Our mission is to educate each student intellectually, morally, and spiritually. We create learning opportunities through rigorous academic and professional programs integrated with co-curricular engagement. In an inclusive environment of open and free inquiry, we prepare students for a world that is increasingly diverse, complex and interdependent. Driven by our commitment to the common good and to the education of the whole person, the Xavier community challenges and supports students as they cultivate lives of reflection, compassion and informed action.

In addition to the university-wide policy, Xavier University has reinforced and supported its commitment in many ways, including, but not limited to the following:

For faculty, Section V of the Faculty Handbook describes the University’s position of academic freedom. The section begins with a statement as follows:

The very existence of the university presupposes its commitment to an environment in which every faculty member is free to search for truth and to articulate judgments. This freedom applies to both teaching and research. Freedom in research is essential to the advancement of truth. Freedom in teaching is essential for the teacher and the student. Hence the right to free inquiry and to free and open discussion must be vigorously safeguarded within the University, so that students will be able to learn in an environment where the free exchange of ideas is valued and encouraged.
Together with academic freedom, principal faculty at Xavier University have academic obligations, including participating in the mission, extramural activity, and the duties and responsibilities of teaching, scholarly activity, advising students and service to the University. These obligations are outlined in Section III, A-C, of the Faculty Handbook. Participating faculty have academic obligations of teaching, service and other departmental duties, as outlined in Section XII, C. 1-3. In the case of disputes about academic obligations, grievances and appeals are handled by the faculty hearing committee, as outlined in Section XIII, Sections A-C.

For students, Xavier contributes to the commitment of freedom of expression by providing in its Statement of Student Rights that “Students are free to assemble, demonstrate, communicate and protest [and] … to pursue their legitimate goals without interference” and “have the freedom to express reasoned exception to the data or views offered in any courses of study.” This includes editorial freedom in student publications and media, and a University Protocol of policies and procedures that provide guidelines for various kinds of speech, including “speakers and events on campus [that] contribute to the critical inquiry, open discussion, and diverse expression of ideas that are essential to Xavier’s educational mission.”

In addition to University commitment for free and open dialogue, there are a range of options for student expression within the undergraduate general education curriculum.

- First year students can select from a diverse range of options in First-Year Seminar.
- The ethics/religion and society sequence of courses help students develop intellectual, moral and spiritual capabilities to critically reflect on questions of social significance from various viewpoints.
- All students can select a broad range of human experiences from multiple perspectives within their Core Classes, such as creative, philosophical, scientific, historical and theological perspectives.
- Other courses that focus on various cultural understandings, skills and flags also support the opportunity for students to engage in differences, evaluate evidence and make judgments of various perspectives.

Similar to faculty, freedom of expression for students carry expectations for adhering to the policy of respect, order, discipline and responsibility. All students are also expected to uphold standards of academic integrity, that to show “respect for University values, including honesty and integrity”, as outlined in Section 2.2.5 of the Student Handbook. Definitions of acts of dishonesty, including cheating, plagiarisms, forgery and complicity, and the handling of student conduct matters are described in Xavier University’s Student Handbook, Undergraduate and Graduate Course Catalog, in the College-level statements of academic standards and expectations, and in the Graduate School. In cases of academic grievances and appeals, academic policies and procedures for all students are outlined in the Undergraduate and Graduate Course Catalog.

Xavier University Library abides by the American Library Association’s policies and statements.
regarding intellectual freedom: “as long as material fit within the general collection parameters of the library, all points of view and subjects will be considered without prejudice or censorship. The library staff ensures equity and freedom of access to information unimpeded by social or cultural barriers.”

For the campus and community, Xavier University provides interdisciplinary collaboration with its larger communities through its undergraduate and graduate programs and through its Centers of Excellence. For its efforts, Xavier University is classified Carnegie Classification of Institutions of Higher Education as Master’s Colleges & Universities: Larger Programs, and one of the 357 Community Engagement institutions, as a result of its high level of effective “collaboration between the institution of higher learning and its larger communities for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity.” Its Centers serve as vehicles to foster and advance the University’s mission of “promoting the common good, and serving others”, and support the University Strategic Plan, Goal 3 of “being responsive to regional and national needs” and provide vehicles for differences of opinion and dialogue around competing perspectives.

- Brueggeman Center for Dialogue
- Center for Catholic Education
- Center for Diversity & Inclusion
- Center for Excellence in Education
- Center for Faith & Justice
- Center for International Business
- Center for International Education
- Center for Mission and Identity
- Center for Population Health
- Cintas Institute for Business Ethics
- Eigel Center for Community-Engaged Learning
- Sedler Family Center for Experiential Learning in Business
- Xavier Leadership Center

Xavier University’s commitment to academic freedom and freedom of expression in the pursuit of truth in teaching and learning to the faculty, staff, students and community is central to its values, and serves a solid foundation of its mission.

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2.E - Core Component 2.E

The institution’s policies and procedures call for responsible acquisition, discovery and application of knowledge by its faculty, staff and students.

1. Institutions supporting basic and applied research maintain professional standards and provide oversight ensuring regulatory compliance, ethical behavior and fiscal accountability.
2. The institution provides effective support services to ensure the integrity of research and scholarly practice conducted by its faculty, staff and students.
3. The institution provides students guidance in the ethics of research and use of information resources.
4. The institution enforces policies on academic honesty and integrity.

Argument

2.E.1. Xavier University has established policies and procedures in support of its Vision of helping its constituents “become people of learning and reflection, integrity and achievement, in solidarity for and with others.” Xavier supports its faculty, staff and students in the responsible acquisition, discovery and application of knowledge, and externally and internally funded research, training and compliance through its Office of Grant Services and Institutional Review Board (IRB).

Grant Services “supports faculty and staff seeking external grant funding for research, scholarship, creative activity and programs, while ensuring compliance with relevant regulations.” Grant Services staff assist faculty and staff with project development, proposal preparation, compliance and pre- and post-award management. Grant Services also collaborates with the Office of the Controller to ensure that the University follows federal, state, and university policies and regulations, ethical standards, and fiscal accountability related to grants. Xavier adheres to the Generally Accepted Accounting Principles (GAAP) outlined in the OMB 2 CFR 200, referred to as the Uniform Guidance. Grant Services works in collaboration with the University IRB, which safeguards the rights and welfare of human subjects in research in support of the general institutional policy delegated by the President through the Provost.

The IRB provides that “any research project involving human subjects that is conducted by or involving Xavier University faculty, staff or students is subject to review and approval by the IRB to ensure the protection of study participants.” The IRB's federally mandated policies originate from the Department of Health and Human Services’ (HHS) Office for Human Research Protections (OHRP) and are in compliance with Title 45, Part 46 of the Code of Federal Regulations (45 CFR 46). Key requirements for approval include:

- Risks to subjects are minimized and are reasonable in relation to the anticipated benefits
- Selection of the subjects is equitable
- If applicable, there are appropriate procedures for obtaining and documenting voluntary
Informed Consent

- There are adequate provisions for the safety of subjects with special protections for vulnerable subjects
- There are adequate provisions to protect the privacy of subjects and to maintain the confidentiality of data

2.E.2.

The University also provides support services to ensure integrity of research and scholarly practice. In January 2010, the National Science Foundation (NSF) began requiring that applicant universities have a plan for providing “appropriate training and oversight in the responsible and ethical conduct of research” of its students and faculty. Xavier University contracts with the Collaborative Institutional Training Institute Initiative (CITI) Program, to provide online training courses on ethics education and responsible conduct of research (RCR) and scholarship. The courses are available to all Xavier University faculty, staff and students who conduct research, scholarship and creative activities. Xavier’s Misconduct in Scholarship and Research Policy provides the “policy and procedures for reporting and investigating all instances of alleged or apparent misconduct involving research or creative activity by members of the Xavier community.” Xavier University researchers are also subject to the Conflict of Interest Policy, including completing an Annual Disclosure Statement of Conflict of Interest. Faculty and staff that seek external funding are required to read and sign a federal or non-federal Financial Conflict Policy.

2.E.3.

Faculty, staff and students are also given guidance in the ethical use of information resources. For faculty and staff, Xavier’s Division of Information Technologies provides Policy 3.06 Acceptable Use of Computers and Network Equipment for Faculty and Staff, including rules and strategies for acceptable use of information technologies and resources. The university requires all employees to complete a mandatory Cyber Security Training on privacy and digital security, including training on security awareness, common threats, and insider threats. For students, the standard of student conduct provide in Section 2.3.6: Acceptable Usage of Computers Electronic Devices and the Internet, the acceptable use of university computers and network systems, illegal sharing and downloading and social media and online communities.

Students engaged in research are supported and guided by their professors and/or guidelines outlined in program handbooks. Research symposiums celebrating student research are held within individual programs, such as the Psychology Miltz Awards, or more broadly at the college-level, such as the College of Professional Sciences Graduate Research Symposium, and the College of Arts and Sciences Undergraduate Research Symposium.

2.E.4.
Further, Xavier enforces general policies on academic honesty and integrity, including penalties for violations. For graduate and undergraduate students, they are guided by Section 2.2.5 – Respect for University Values: Honesty and Integrity, and Section 2.3.8.1- Academic Conduct of the Student Handbook. Additionally, faculty are encouraged to include Xavier University’s academic honesty and integrity policy in their course syllabi and review it with their students at the start of each semester. Xavier University’s academic integrity policy includes plagiarism, academic dishonesty, deception, and false attribution of intellectual work, and grounds for disciplinary action. Documentation of alleged student violations and dispositions are housed in the student’s respective college dean’s office. The documentation is recorded and shared with the other college deans’ offices.

The Xavier University Library also provides students instruction on avoiding plagiarism and appropriate citation methods via Module 3 of XU Tutor and through library instruction. The University also provides courses and seminars focused on academic integrity. For example, all undergraduate students within their first two semesters are required to enroll in CORE 100, a first-year seminar with one core student learning outcome to identify and critically assess dimensions of ethical issues and attempt to reach a conclusion. Also, the Cintas Institute for Business Ethics sponsors speakers and events to help graduate and undergraduate students “recognize and deal with values-related issues.”

For faculty, the norms regarding teaching, scholarship and service are described in Section VI and VII of the Faculty Handbook. Xavier faculty are required to adhere to ethical guidelines, University policies and procedures, and comply with all federal, state, and other applicable laws in the conduct of their scholarship, including honest academic conduct, respect, ethical standards, and professionalism, as described in Section IV- Statement on Professional Ethics of the Faculty Handbook, which endorses the principles and standards presented in the American Association of University Professors (AAUP) Statement of Professional Ethics. In situations where matters of grave dishonesty and serious violations of University policies are in dispute, grievance and appeal processes are outlined in Section XII and XIII of the Faculty Handbook.

Sources

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2.S - Criterion 2 - Summary

The institution acts with integrity; its conduct is ethical and responsible.

Summary

Sources

There are no sources.