

## STANDARD ELEVEN: INTEGRITY

WPI aims to develop and maintain the highest standards of integrity by means of open and interactive communications within the University, coupled with the external propagation of updated handbooks, catalogs and other printed materials specifying current policies and procedures. Written policies and procedures covering the concerns raised by Standard 11 are addressed in the following WPI publications, most of which are discussed in responses to other NEASC standards. All of these documents are available in the workroom.

**Students:** Admissions and financial aid policies are stated in the Undergraduate and Graduate catalogs and associated admissions materials. The Undergraduate Catalog (page 269) contains the following notices: Notice of Nondiscriminatory Policy as to Students; Student Responsibilities for Ethical and Professional Conduct; and Student Absence Due to Religious Beliefs. In Section 4 of the catalog (pages 204-08), academic policies and procedures are reviewed; these include determination and appeal of academic status, and privacy and release of information, including grades. Policies covering refunds of tuition, room and board (pages 231-32) and financial aid (pages 232-36) are also included. The Graduate Catalog provides parallel statements in pages 6-19.

Policies and procedures for protecting the privacy of students with disabilities are developed and promulgated by a cross-functional committee that includes the director of the health center and the director of academic advising. Expectations for student conduct, especially the detailed procedures for the campus hearing board, are discussed in the Student Planner and Resource Guide.

**Faculty:** Faculty governance procedures are specified in detail in the Faculty Handbook. The hiring of new faculty is discussed in that publication and in the document Faculty Search Process. All letters of appointment for faculty originate with the provost, who monitors diversity and equity issues between and within departments. Academic and administrative policies and procedures are published in the Administrative Handbook. WPI explicitly guarantees academic freedom to all faculty. Faculty members who believe their academic freedom has been violated have easy access to the Committee on Tenure and Academic Freedom, which is charged in the WPI Constitution with dealing with such issues.

**Staff:** The Policies and Benefits Manual, provided to all new employees, details policies and procedures including, but not limited to, equal employment opportunity and affirmative action, conditions of employment, work behavior, grievance procedures, and harassment. The manual also includes information on benefits, including health and disability insurance and leaves (Family Medical Leave Act, maternity and adoption, military training, and so on). The printed

version of the manual is updated periodically (it was last revised in 2000-01); new policies are circulated in hardcopy and the latest version is always available on the Human Resources Web site.

**Benefits:** All WPI employees have access to up-to-date statements of their benefits on the WPI Web site. These benefits are reviewed and updated regularly, with input from the WPI Fringe Benefits Subcommittee. The most recent new document addressing benefits is the handbook on maternity and related leaves titled, “A Colleague-to-Colleague Handbook for Maternity/Paternity/Adoption Issues for Faculty Members at WPI” (2000-01). (\*)

**Adherence to the Standards of Professional Conduct of External Organizations:** The following WPI offices have committed to adhering to the standards of their respective professional organizations: Academic Advising, Undergraduate Admissions, Academic Affairs (ethics in research, animal care), Development and University Relations (model standards of practice of the National Committee on Planned Giving), and Student Affairs. The president annually circulates to the campus community the statement required by law titled, “Sexual Harassment Education and Training in the Workplace.” The assistant provost annually circulates WPI’s policy statements on the use of human subjects in experiments (\*).

**Research and Intellectual Property Policies:** These policies are addressed in the Faculty Handbook. In addition, the intellectual property policy and related materials used to negotiate project support (\*) are available in a variety of documents made available by the WPI Projects and Registrar’s Office.

**Equal Opportunity:** WPI is committed to the principles of equal opportunity for all persons. New job positions are posted internally and advertised externally in appropriate media, with special attention given to advertising widely in publications aimed at audiences of minorities and women in specific professional areas. WPI affirmatively seeks, employs and promotes the best-qualified persons without regard to race, sex, age, color, national origin, religion, handicap, veteran's status or sexual orientation. This policy applies to the total WPI community and is designed to comply with both the spirit and letter of governing state and federal laws. Employees, students and others who act on behalf of WPI are expected to follow the WPI “Equal Employment Opportunity and Affirmative Action Policy,” a copy of which is appended to this section of the self-study.

The assistant vice president for human resources and affirmative action officer has overall responsibility for ensuring compliance and coordinating WPI’s efforts in these areas, periodically reviewing and evaluating employment procedures and practices to ensure that equal employment opportunity and affirmative action are implemented and carried forward. As a regular practice, the Human Resources Office sends out a workforce utilization report indicating the percentage of underrepresented employees at WPI as compared to available pools locally and nationally. The public may review these documents by requesting them or by visiting WPI or its Web site.

Any member of the WPI community may raise questions about the nature or application of any of the policies described in this section, either in the appropriate office or forum or through consultation with the WPI’s two ombudspersons (one faculty member and one staff member). The Student, Faculty and Staff Handbooks spell out procedures for raising and resolving

grievances. The responsibility for periodically assessing the effectiveness of WPI’s ethical policies and procedures rests with the relevant vice president.

Each group of stakeholders at WPI has open forums available to discuss problems that affect it. Students are represented through the undergraduate and graduate governance bodies, which hold a variety of open meetings. Faculty may, by WPI custom, raise any issue on the floor of a faculty meeting under the standing agenda item, new business. Faculty members may also initiate any activity they deem important through the formal faculty governance system. The Board of Trustees is ultimately accountable to the Commonwealth of Massachusetts for its stewardship of WPI resources and for carrying out the educational and scholarly mission of the University. The administration’s performance and adherence to its own policies is assessed annually through faculty and board reviews. The Community Council, originally created in 1992-93 and reconstituted in a revised format in 2000-01, schedules open meetings twice a year during which any member of the WPI community may introduce concerns. The council is charged with bringing concerns and proposals for change to the president and his Cabinet for possible action.

## Appraisal

The extent of training sessions for various members of the WPI community on diversity issues, generally, and affirmative action, specifically, varies widely. Generally, WPI has done well over the last 10 years—and especially during the last five years—in increasing the diversity of all constituencies on campus. For example, through extensive focused recruiting efforts, WPI has increased the percentage of women employees from 40 percent to 46 percent over the past five years. The percentage of minorities has increased in almost all areas. Detailed current data appear in the table below.

**Ethnicity of WPI Employees**

	<b>Asian or Pacific Islander</b>	<b>Black, Non-Hispanic</b>	<b>Hispanic</b>	<b>Native American</b>	<b>Non-Resident Alien</b>	<b>White, Non-Hispanic</b>	<b>Other</b>	<b>Unknown</b>	<b>Totals</b>
<b>Male</b>	0.66%	1.06%	0.40%	0.13%	0.26%	43.80%	0.13%	0.53%	46.97%
<b>Female</b>	2.51%	1.06%	1.45%	0.26%	1.45%	45.38%	0.53%	0.40%	53.03%
<b>Totals</b>	3.17%	2.11%	1.85%	0.40%	1.72%	89.18%	0.66%	0.92%	100%

Until the recent software conversion, Human Resources distributed workforce utilization reports quarterly to all supervisors. These reports indicated the percentages of underrepresented groups in each pool of employees, comparing WPI’s percentages with the pool of people available nationally with the appropriate qualifications.

In recent years, groups of faculty and students have worked hard on drafting statements on academic honesty and a Campus Creed. The Academic Honesty proposal was formally presented to faculty governance (via the Committee on Governance) during the 2000-01 academic year. The following memo from the Ad Hoc Committee on Academic Honesty to the chair of the COG documents the disposition of the proposal:

Date: April 24, 2001  
To: Chrys Demetry, Acting Chair of Committee on Governance  
From: Ad-Hoc Committee on Academic Honesty  
Subj: Final Report

1. The Ad-Hoc Committee on Academic Honesty does not believe it is necessary to continue or reconstitute the Ad-Hoc Committee. We recommend that several action items indicated below be pursued through the Committee on Advising and Student Life, the Committee on Academic Policy, the Student Government Association, and the Office of Student Life.

2. The leadership of SGA has proposed drawing up an ethical behavior pledge that would be broader in scope than academic honesty, in brief, a "campus creed." CASL should work with SGA in drafting this creed and seeking endorsement of the creed from the WPI community. We believe working on this creed would be useful to continue discussion and education about ethical matters at WPI.

3. The leadership of SGA was unwilling to support any type of code that called for collective responsibility in protecting academic honesty in the classroom. Stated bluntly, they were unwilling to put any burden of action whatsoever upon a student who KNEW that another student had violated classroom or project rules. We believe that this is both a misunderstanding of how collaborative pedagogy works at WPI and a threat to the ideals of student-faculty cooperation. The issue of personal responsibility in maintaining academic integrity at WPI should be explored in future educational programs carried out by the Office of Student Life.

4. The Office of Student Life should continue educational programs that will enhance student and faculty awareness about issues of academic honesty. The Ad-Hoc Committee has assembled a wide variety of educational material concerning academic integrity and the chair of the committee will work with the Office of Student Life in organizing that material and proposing ongoing educational programs concerning academic honesty and related ethical issues. Material concerning honor codes at other institutions and committee investigations of academic integrity at WPI also provide an archive for possible future efforts to create a WPI honor code.

5. It is of the utmost importance that faculty report violations of academic honesty to the Office of Student Life, as stipulated in the Policies Manual, V. Academic Honesty Policy. 3. Procedures. (This practice protects the due process rights of students and ensures that a record of repeat offenders is maintained.) However, the current practice of maintaining disciplinary records for "five years from the date of graduation" tends to discourage faculty from reporting such violations.

The Ad-Hoc Committee and the Dean of Student Life recommend shortening the length of time disciplinary records are maintained and that CAP should pursue this change in policy through Faculty governance.

Please call upon me or other members of the Ad-Hoc Committee on Academic Honesty if you desire further information or discussion concerning these recommendations.

In 1998, exempt and nonexempt staff members at WPI were asked to voluntarily participate in an opinion survey. Questions were divided into twelve major topic areas, including pay and performance, the President's Cabinet and physical working conditions. The objectives of the survey were to gain an objective understanding of staff views, to identify concerns so actions can be taken to address them, compare WPI results to industry norms, and establish comparison benchmark for future surveys.

Among the issues of concern to employees, as indicated by the survey results, was the need to improve communications on campus. Human Resources has addressed these concerns. Since the survey was administered, two "town meetings" have been held, the first to discuss the survey results and the second to provide an update on progress made in correcting certain deficiencies. A Web site (<http://www.wpi.edu/Intranet/HR/>) has been set up to enable employees to monitor progress on actions taken as a result of the survey. (@)

## Projection

The Graduate Catalog is lacking certain notifications (such as WPI's nondiscriminatory policy), which will be included in future editions.

WPI anticipates being able to distribute the workforce utilization reports beginning in fall 2001.

## **EQUAL EMPLOYMENT OPORTUNITY**

and

## **AFFIRMATIVE ACTION POLICY**

It is the policy of Worcester Polytechnic Institute:

1. To recruit, hire, train and promote persons in all job classifications without regard to race, color, religion, age, sex, national origin, sexual orientation or handicap.
2. To base decisions on employment so as to further the principles of Equal Employment Opportunity.
3. To ensure that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities.
4. To ensure that all personnel actions, such as compensation, benefits, transfers, lay-offs and returns, sponsored training, education tuition assistance, social and recreational programs are administered without regard to race, color, religion, age, sex, national origin, sexual orientation or handicap.

In accordance with Executive Order 11246, the Rehabilitation Act of 1973 and Vietnam Era Veterans Readjustment Assistance Act of 1974, Worcester Polytechnic Institute is an Affirmative Action Employer and practices affirmative action in the employment of qualified minorities, females, individuals with handicaps and disabled veterans.

The manager or supervisor heading each department is directly responsible for implementing our Equal Employment Opportunity policy. Overall responsibility for ensuring compliance and coordinating our efforts in this regard is assigned to our Assistant Vice President of Human Resources. As part of his duties he will periodically review and evaluate employment procedures and practices to ensure that Equal Employment Opportunity and Affirmative Action are implemented and carried forward.

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President's Signature

Date