Faculty Handbook

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THE GEORGE WASHINGTON UNIVERSITY

WASHINGTON, DC

GW Faculty Handbook 2025
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George Washington University Faculty Handbook

Foreword

This Handbook has been prepared for the information and use of the faculty of the George Washington University. Some part-time faculty members are covered by the collective bargaining agreement between the university and Service Employees International Union Local 500. For those part-time faculty members, the collective bargaining agreement shall control when there is a conflict between it and the Handbook.

The policies and procedures described herein may be revised by the university, and unless otherwise stated, will be effective as of the date of adoption. Revisions will be posted to the online version of the Handbook as soon as practicable after they are adopted. It is the university's practice and intent that no substantive revisions relating to this Handbook will be made without consultation with the Faculty Senate.

A faculty member should also become familiar with the **Faculty Code**, which sets forth the rights and responsibilities of academic personnel, and the **Faculty Organization Plan**, which describes the bodies and functions of faculty governance.

Section 1: About the University

1.1 History

Founded in 1821, George Washington University grew out of President George Washington's vision to establish a national institution of higher learning. Washington believed the nation's capital was the logical site for such an institution, and he left a bequest toward that objective.

1.2 Mission

The mission of the George Washington University is to educate individuals in liberal arts, languages, sciences, learned professions, and other courses and subjects of study, and to conduct scholarly research and publish the findings of such research.

1.3 Demographic Overview

GW is the largest institution of higher education in the District of Columbia with approximately 25,000 students from all 50 states, the District, and more than 140 countries. The undergraduate population accounts for 10,000 students, while 14,000 study on the graduate level and nearly 1,000 are non-degree students. GW's ten schools and colleges, and nearly 100 research centers and institutes span three campuses: Foggy Bottom and Mount Vernon in Washington, D.C., and the GW Virginia Science and Technology Campus in Ashburn, VA. Several graduate education centers also serve students in the metropolitan area.

GW Facts and Dashboard

The Office of Institutional Research and Planning's (IRP) website includes links to a wide array of information about GW, including Dashboards, containing official statistics for the most recent and historic reporting periods, such as graduation and retention rates, enrollment counts, admissions statistics, tuition and fees information, and faculty and staff statistics. The IRP site also includes the Common Data Set, which contains current information about GW that is used by publishers of college guidebooks.

1.4 Board of Trustees

The university is governed by a board of trustees, which has overall legal and fiduciary responsibility for the university.

1.5 Administration

The administration of the university is comprised of the president, provost, vice presidents, deans and department chairs. All are firmly committed to ensuring a top-quality educational experience for GW students.

President
Provost
Senior University Leadership

1.6 Faculty

The university structure is based on shared governance, and the faculty have a role in the development, implementation, and management of educational policy and curriculum through membership in school faculties and through two university-wide groups: (1) the Faculty Assembly, which consists of academic personnel in full-time service and certain designated administrative personnel; and (2) the Faculty Senate, a representative body acting for the faculty as a whole in legislative and advisory capacities. The membership and functions of each of these groups are described in the Faculty Code and the Faculty Organization Plan.

Faculty Code

The Faculty Code sets forth the rights and responsibilities of academic personnel. It also defines the various types of faculty appointments at GW.

Faculty Organization Plan

The Faculty Organization Plan describes the role, structure and functions of faculty at the university, including the faculty's role in shared governance through the Faculty Assembly and the Faculty Senate.

1.7 Schools and Academic Programs

George Washington University includes ten academic units, as follows:

The Columbian College of Arts and Sciences (CCAS) offers programs leading to the

degrees of Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Science, Master of Arts, Master of Fine Arts, Master of Forensic Sciences, Master of Public Administration, Master of Public Policy, Master of Science, Doctor of Philosophy, and Doctor of Psychology.

Within CCAS, the School of Media and Public Affairs offers programs leading to the degree of Bachelor of Arts with majors in journalism and mass communication, political communication, and to the degree of Master of Arts in Media and Strategic Communication.

The Trachtenberg School of Public Policy and Public Administration, also part of Columbian College of Arts and Sciences, offers programs leading to the degrees of Master of Public Administration, Master of Public Policy, Master of Arts in Environmental and Sustainability Policy, and Doctor of Philosophy in Public Policy and Administration.

Within CCAS, the Corcoran School of the Arts and Design functions as an incubator for artists and practitioners in arts-related fields, and serves to enrich students who are taking classes in other areas of the university. It offers undergraduate and graduate degrees across fields in the arts and design from studio arts disciplines such as photography and fine art, design programs such as graphic design and interaction design, to performative fields like dance and theater, and to scholarly practices like museum studies and art history.

The School of Medicine and Health Sciences offers programs leading to the degrees of Bachelor of Science in Health Sciences, Master of Science in Health Sciences, Doctor of Physical Therapy, Doctor of Occupational Therapy, Doctor of Philosophy, Doctor of Medicine, and Doctor of Health Sciences.

GW Law offers programs leading to the degrees of Master of Studies in Law, Juris Doctor, Master of Laws, and Doctor of Juridical Science.

The School of Engineering and Applied Science offers programs leading to the degrees of Applied Scientist, Bachelor of Arts, Bachelor of Science, Master of Engineering, Master of Science, Engineer, Doctor of Engineering, and Doctor of Philosophy.

The Graduate School of Education and Human Development offers programs leading to the degrees of Master of Arts in Education and Human Development, Master of Arts in Teaching, Master of Education, Education Specialist, Doctor of Education, and Doctor of Philosophy.

The School of Business offers programs leading to the degrees of Bachelor of Business Administration, Bachelor of Science, Master of Accountancy, Master of Business Administration, Master of Science, Master of Human Resource Management, Master of Tourism Administration, and Doctor of Philosophy.

The Elliott School of International Affairs offers programs leading to the degrees of Bachelor of Arts, Bachelor of Science, Master of Arts, Master of International Policy and Practice, and Master of International Studies.

The Milken Institute School of Public Health offers programs leading to the degrees of Bachelor of Science, Master of Science, Master of Public Health, Master of Health Administration, Doctor of Public Health, and Doctor of Philosophy.

The College of Professional Studies offers programs leading to the degrees of Bachelor of Professional Studies, and Master of Professional Studies.

Within the College of Professional Studies, the Graduate School of Political Management (GSPM) offers programs leading to the degree of Master of Professional Studies.

The School of Nursing offers programs leading to the degrees of Bachelor of Science in Nursing, Master of Science in Nursing, Doctor of Nursing Practice, and Doctor of Philosophy.

Section 2: Working at GW

What follows is a compendium of a number of university policies and employment-related information. You are encouraged to review GW Policies for a more complete set of university-wide policies.

2.1 Office of Faculty Affairs

The Office of Faculty Affairs is the primary contact for faculty appointment and personnel policies.

2.2 Faculty Appointment Procedures

The Office of Faculty Affairs supports, among other things, the university's continuing commitment to a culturally diverse faculty/librarian workforce and promotes inclusive recruitment and employment practices.

Office of Faculty Affairs:

Faculty Recruitment Process

Full-Time Faculty

Part-Time Faculty

Awards & Honors

Society of the Emeriti

2.2.1 Terms of Service

Full-time members of the non-medical faculty are normally appointed for a nine-month academic year and may receive supplementary appointments for teaching or research during the three summer months. Faculty members with year-round responsibilities

receive a fiscal-year (July 1 through June 30) appointment.

Full-time medical faculty are normally hired on 12-month contracts. Full-time medical faculty includes the faculties of the School of Medicine and Health Sciences, the Milken Institute School of Public Health, and the School of Nursing.

2.2.2 Employment Eligibility Verification (I-9 Form)

The university is required by federal law to verify the eligibility of an employee to legally work in the United States and at GW.

To verify identity and employment eligibility, all new GW employees must complete both Section 1 and Section 2 of Form I-9 within **3 days** from their date of hire.

- Section 1 of Form I-9 needs to be completed no later than the first day of employment.
- Section 2 of Form I-9 needs to be completed by the third day of work.

Remote I-9 Procedure

Occasionally, a department will hire a faculty or staff member who will be employed by the university, yet will not physically work on or in close proximity to the campuses in Foggy Bottom, Ashburn, VA (Virginia Science and Technology), or the Biostatistics Center in Rockville, MD. As such, a new employee may not be able to access a GW Authorized I-9 Representative in the local area to present original documents as part of the I-9 completion process. To facilitate the timely completion of I-9s, employees who are off-campus may complete a remote I-9 verification. Questions regarding the remote process should be referred to hris@gwu.edu or (571) 553- 3679.

2.2.3 Appointment of Relatives of Faculty Members

In accordance with general university policy, the basic criteria for appointment and promotion shall be appropriate qualifications and performance. Relationship by family or marriage shall constitute neither an advantage nor a deterrent to appointment or promotion. Members of the same immediate family, same household, or those involved in a personal relationship (Related Parties) are permitted to work in the same university department, provided that no direct reporting or supervisor-to-subordinate relationship exists. That is, no individual should have decision-making authority or significant influence over the hiring, work responsibilities, salary, hours, career progress, benefits or other terms and conditions of employment of a Related Party.

2.2.4 Appointment and Employment of Foreign Nationals

The GW community is enriched by the presence of short-term visitors, visiting professors and researchers, as well as longer-term and permanent faculty appointees from other countries. In this regard, certain guidelines must be followed with respect to immigration regulations. These regulations apply to such individuals from foreign countries, regardless of whether they are formally employed by GW. In addition, hiring

individuals from another country is a significant action that requires careful advance planning. Departments contemplating the appointment, employment, or compensation of any individual (including a student or teaching assistant) who is not a U.S. citizen or a lawful permanent resident must confirm that the individual has proper immigration status authorizing employment at GW when recommending an offer of appointment. The GW International Services Office (ISO) provides detailed advice and assistance to academic departments on the policies and procedures governing visa options and employment of international faculty and researchers. When immigration sponsorship by GW is pursued, the responsibility undertaken involves a collaborative effort between the hiring department and the ISO.

2.2.5 Faculty-in-Residence & Faculty Partners Program

The Faculty-in-Residence & Faculty Partners (FiR) program enhances the life of residents in the residence halls and supports the academic mission of the university by facilitating educationally meaningful interactions among residents and faculty outside of the classroom.

Living and working in residence halls, FiR faculty members plan programs in and beyond the residence halls—from study breaks to concerts at the nearby Kennedy Center. FiR serve as bridges for residential students to existing academic programs and help to reinforce healthy learning behaviors in an effort to cultivate a strong academic environment within the residence halls.

2.2.6 Secondary and Courtesy Appointments

A faculty member holding a regular appointment in one department or school may be granted a secondary or courtesy appointment in another department or school for a specified term. A secondary or courtesy appointment shall require the recommendation of the appropriate faculty and officers of administration of the unit granting that appointment and shall comply with rules and procedures for such appointments established by the unit granting that appointment and by the provost.

A secondary or courtesy appointment is not a regular, appointment and does not automatically confer any of the rights provided by the Faculty Code and the Faculty Organization Plan to participate in faculty governance in the unit granting that appointment. Unlike a courtesy appointment, a secondary appointment shall allow a faculty member to exercise one or more specified governance privileges in the faculty unit granting the appointment, but such privileges must be approved by that unit's regular, active-status faculty. A secondary or courtesy appointment terminates automatically upon the expiration of its specified term or upon termination of the faculty member's regular, active-status appointment.

2.3 Transition Assistance for New Full-Time Faculty

The University will provide full-time faculty, employed by GW, with a one-time, taxable, lump-sum payment from the Office of the Provost for transition assistance connected

with moving to the Washington DC metropolitan area:

- Assistant Professor or Instructor - $3,000
- Professor or Associate Professor - $4,500

This allowance is taxable income to the faculty member and is for any expenses associated with their relocation to GW, including trips to explore neighborhoods and schools, the actual costs of relocating their household goods, the travel costs associated with moving their family, and miscellaneous expenses associated with the lease or purchase of a home here. Transition assistance will be processed after the full-time appointment begins and after the I-9 has been submitted and verified.

2.4 Compensation

2.4.1 Salary Payment Schedule

Full-Time Faculty Salaries

Faculty salaries are paid on the last working day of each month. Excluding the initial academic-year appointment, a faculty member appointed on an academic-year basis customarily receives nine salary checks from the last day of September to the last day of May. In the initial academic-year appointment, regular full-time or visiting full-time faculty will be placed in a ten-month (August 1 through May 31) appointment status for purposes of pay and benefit administration unless electing to be paid in nine installments (September – May 31).

Deferred Compensation

Full-time faculty members may elect a twelve-payment option (September through August) by requesting that arrangement in writing to the Faculty Personnel Office at fpo_ft@gwu.edu. Faculty members should consult with a tax advisor regarding any questions about the impact of electing to receive compensation over 12 months. *Information and Deferred Compensation Form*

Part-Time Faculty Salaries

Faculty salaries are paid on the last working day of each month. By the course teaching staff appointed for the fall semester receive their salary in four checks (September through December) and for the spring semester in five installments (January through May). Summer salaries are also paid on the last working day of each month.

2.4.2 Overload Compensation

A member of the full-time faculty who is authorized by the department chair and dean to teach an extra course during a semester is paid overload compensation at the appropriate part-time faculty salary rate schedule based on the minimum rates established in the collective bargaining agreement for part-time faculty paid by the course. School-based overload compensation rates for full-time faculty may be established by request from a dean to the provost. No full-time faculty member shall teach more than 8 credits of overload (on- and/or off-campus) per academic year.

Consistent with the policy, all faculty, including those with course reductions for administrative purposes, are not eligible for overload compensation unless they have taught fifteen (or twelve with the permission of the dean) credits. If a faculty member's usual teaching load is four three-credit courses, a school dean may approve an overload for the fifth course taught during an academic year. Such an approval may only occur on a case-by-case basis and should come in the form of a memo from the dean to the Vice Provost for Faculty Affairs.

Faculty on fiscal year appointments, including, e.g., associate deans, department chairs, and program directors, cannot teach overloads during the academic year, except in special circumstances and subject to advance approval from the provost: they may, however, be compensated for advising or coordinating in specific programs at an agreed upon rate for such activity. Additional compensation for overload teaching on campus or off campus, or for program coordination by full-time members of the faculty, must be processed through the payroll system.

Full-Time Faculty Overload Compensation Form

2.4.3 Summer Sessions Compensation

Full-time and part-time faculty may be appointed to teach a maximum of two courses during the summer; any exception to this rule must be cleared in advance by the dean and the provost. In each school, the dean may further restrict teaching to one course in order to make summer teaching available to a greater number of faculty. With the exception of the schools of Law, Public Health, Medicine and Health Sciences, and Nursing, the university usually pays 1/11 of the academic-year base salary, up to an established cap set at a factor of 1.2 of the average salary within a school or a school subdivision, for each 3-credit-hour course taught during the summer by full-time faculty. The 1/11 fraction is applied to the base salary earned in the academic semester preceding the summer program. (Compensation for teaching courses of more or fewer credits is prorated accordingly, up to the established cap.) If a third course is approved for a full-time faculty member because of a special need of the department that cannot otherwise be met, compensation for the additional course would be on an overload basis at the part-time faculty rate.

Faculty on fiscal-year appointments, including, e.g., associate deans, department chairs, and program directors, are permitted to teach one course in the summer at 1/11 of the base academic-year salary, up to the established cap. The dean and the provost must clear any exception to this rule in advance. If a second course is approved because of a special need of the department that cannot otherwise be met, compensation for the additional course would be on an overload basis at the part-time faculty rate. Administrators with appropriate credentials may teach up to two courses in the summer at the part-time faculty rate. Assignments for administrators will be limited to weekend or evening courses unless their supervisor provides written approval and the dean and director of summer sessions concur.

A faculty member who combines teaching and externally funded research during the summer may not receive from the university more than 3/9 of the academic-year salary for the three summer months, including both teaching and research, except when the faculty member serves as a consultant to a university project. Refer to the Office of Sponsored Projects for more information. Associate deans (with the approval of the dean and the Provost and Executive Vice President for Academic Affairs), department chairs, and program directors on fiscal-year appointments who are involved with summer research grants are allowed to earn up to a maximum of 2/9 of their base academic-year salary, including both teaching and research.

A new full-time faculty member joining the university in the academic year beginning in the fall semester may be recommended for teaching in the preceding summer sessions, with the 1/11 fraction applied to the base salary stipulated in the contract for the coming academic year.

A faculty member leaving the university may, under special circumstances, be recommended for a teaching assignment in the summer sessions following their termination. In such a case, the 1/11 fraction is applied to the base salary for the preceding academic year. Typically, faculty members who are denied tenure will not be permitted to teach after their terminal year.

2.4.4 Sabbatical Leave Compensation

During a period of approved sabbatical leave the university will pay a faculty member their full salary for one semester of leave (or 6 months leave in the case of faculty members on 12-month appointments) or sixty percent salary for a full year's leave. It is
understood that a faculty member on sabbatical leave may receive additional compensation from another source either to supplement the 60% of GW salary provided on a full year's leave or to cover relocation expenses when a semester's leave or a full year's leave is spent at a distance from Washington, D.C. The combination of GW compensation and additional compensation should not exceed reasonable limits for the purposes indicated. While on sabbatical, unless preapproved by the provost, a faculty member may not receive overload compensation for teaching at GW and may not receive an administrative stipend from GW.

A faculty member may not receive sabbatical compensation from the University and concurrently hold a full-time compensated position with another organization. (When a faculty member arranges for full-time employment at another institution or with a private firm or government agency, they should apply for leave without salary as provided for in Article III F. and Article VI.A. of the Faculty Code.) Faculty with questions about compensation arrangements should consult with the Provost's Office for guidance. The full GW sabbatical policy can be found on the Faculty Affairs website with the Sabbatical Application Form.

2.4.5 Research Compensation

The Office of the Vice Provost for Research (OVPR) sponsors various intramural funding competitions throughout the academic school year. The purpose of the University Facilitating Fund (UFF) is to foster the creation of new research projects and scholarly activities that encourage application to externally funded opportunities, bring recognition to the PI and university and/or demonstrate impact to the field of which it belongs. Awards range from $5,000-25,000 and the award period is a year starting in July.

OVPR-chartered Center and Institute directors can apply for the Centers and Institutes Facilitating Fund (CIFF). This program funds center/institute infrastructure that will support more effective and collaborative efforts leading to success in receiving extramurally funded grants and/or in promoting scholarship and advancing GW's reputation. Unlike other OVPR-sponsored intramural funds, the award period for a CIFF grant is two years.

The Research Enhancement Incentive Awards (REIA) represent a return of research dollars to Principal Investigators, departments and schools based on the generation of external funding. The actual allocation of these funds varies by school.

2.4.6 Administrative Stipends for Full-time Faculty

Full-time faculty members who are asked to assume administrative roles, such as program director, department chair, associate dean, or other duties may be given an administrative stipend in addition to their faculty salary. The amount of such stipends is determined by the role and the supervisor. Faculty who assume 12-month administrative roles and receive a stipend are limited to earning an additional 2/9 of their salary during the summer.

2.5 Benefits

GW is committed to offering eligible employees a comprehensive benefits package at a competitive cost. The university offers a generous benefits package, which includes health and welfare benefits, (including but not limited to medical and prescription insurance, dental and vision insurance, life and disability insurance), as well as parental leave, tuition remission, retirement savings benefits and other voluntary benefits. Learn more about the benefits available as well as eligibility for benefits and information about important benefit deadlines, at Benefits.

Important: To learn more about the benefits available as well as important enrollment opportunities and deadlines, please join the benefits orientation webinar within 30 calendar days of hire: New Employee Enrollment.

- A faculty member with a one-semester appointment is not eligible for benefits (except for 403(b) retirement plan contributions).

- For part-time faculty covered by the collective bargaining agreement, please refer to your CBA for benefits details.
- Benefits Eligibility Chart for Faculty and Staff
    - Footnote 3: For part-time faculty to be considered "regular part-time" and eligible for part-time benefits, a faculty member must be appointed for at least an academic year, must devote at least 1/3-time effort to University duties, and must be compensated at no less than 1/3 of a FT equivalent salary for that period. PT faculty who are on 1 semester appointments or who are compensated on a per-course basis are not eligible for benefits.

Information and Forms

2.5.1 Benefits Enrollment

Faculty can choose from a variety of benefits using the online GW Benefits Enrollment System. In addition, the GW Benefits Call Center is available at (833) 698-0324 to assist with health & welfare questions or concerns weekdays from 8am to 8pm (ET). For questions regarding other benefit programs, please contact Benefits at 571-553-8382 or benefits@gwu.edu.

Enrollment Deadlines

Faculty must enroll for health and welfare benefits within 30 calendar days from their date of hire. Elections are for the entire calendar year and generally cannot be changed outside of annual Open Enrollment, a period each fall in which all employees can review and change benefit selections for the upcoming year. However, if you experience a Qualified Life Event (QLE), certain benefits may be changed, as defined by the plan documents, related to that event. Please review important QLE deadlines by visiting Benefits Enrollment and Changes.

2.5.2 Retirement Benefit Enrollment

All faculty are eligible to contribute to the GW 403(b) retirement plan. Employees may enroll in the 403(b) plan, or make changes to their contribution elections, at any time through the Net Benefits site. In addition, eligible employees with 2 years of qualifying service may receive university contributions into the GW 401(a) retirement plan (employment with another eligible higher education institution may be creditable toward meeting the service requirement). Please complete the 401(a) prior employment verification form and return to Benefits for consideration.

Retirement plan contributions may be invested with Fidelity and/or TIAA. Further information regarding the GW retirement savings plans can be found on the Benefits website at Retirement Savings.

2.5.3 Tuition Remission/Tuition Exchange

At GW, we provide a world-class education to our students and offer our employees and their spouses, domestic partners, and dependent children an opportunity to participate in our formal education through the tuition remission benefit plan.

Dependent children may be eligible for undergraduate tuition through the tuition-exchange program at other institutions of higher education. GW is a member school of Tuition Exchange, Inc. a national organization that administers undergraduate tuition scholarships (limited) for employees' dependent children.

More information on the Tuition Remission program as well as Tuition Exchange can be found at Tuition Benefits.

2.5.4 Time Off and Leave

The university supports its employees' abilities to balance their work and personal lives (including support for employees' personal and family health) by providing a variety of leave options. Faculty who need to take time off from teaching their classes for approved leave, including jury duty, bereavement, military duty, sick or safe leave, family and medical leave, or short or long term disability must discuss this need with their department chair to make arrangements for their classes to be covered, in addition to notifying the dean's office of their leave.

Information and Forms

Vacation Time: GW faculty do not accrue formal annual leave/vacation time. Faculty should consult with their respective school or department to request time off for vacation purposes, and to make arrangements for class coverage.

2.5.4.1 Parental Childcare Leave

A regular or specialized member of the faculty shall be entitled to parental childcare leave upon certifying that they will provide at least half of the child's care during the leave period, subject to the terms and conditions set forth in this section. Parental childcare leave shall include release from teaching responsibilities and service responsibilities for one semester with full salary and benefits, and such leave shall terminate within twelve months after a minor dependent child is born or adopted or enters the faculty member's home under a foster care arrangement. During such leave, faculty members shall continue providing thesis and dissertation advising to students whom they advised prior to the leave unless adequate alternative arrangements are made. For faculty members engaged in externally funded grant or contract related activities, parental childcare leave shall include release from responsibilities to the University, but shall not include release from responsibilities to the external funding sources unless alternative arrangements are approved by such sources. A regular or specialized faculty member is entitled to parental childcare leave for a maximum of two minor dependent children who are born or adopted or enter

the faculty member's home as foster children after the starting date of the faculty member's appointment to the university. Parental childcare leave under other circumstances or for other faculty, including leave with full or partial salary, may be granted at the discretion of the Provost and Executive Vice President for Academic Affairs, after consultation with the appropriate department chair (if applicable) and dean.

Faculty on research appointments whose compensation comes from research grants are not eligible for parental childcare leave under the GW parental leave policy. However, federal agencies have created family friendly leave policies to enable principal investigators (PIs) and researchers funded by federal grants to petition for family-related leave. The process is for the PI to contact the project officer to request leave for themself or another key staff member. Depending on the agency, there may also be administrative supplements to cover time away, no cost extensions, or other options. Research faculty may also be eligible for FMLA and/or DC Paid Family. Please contact Benefits at timeoff@gwu.edu or 571-553-8382 for more information.

Continuation in service. By accepting Parental Childcare Leave, a faculty member agrees to continue in the service of the university for at least one year following the leave unless the university approves some other arrangement**.**

2.5.5 GW Well-Being Resources (GWell)

At GW, we take great pride in creating a supportive work environment and understand that faculty and staff are our greatest asset. Tending to the needs of work, home, caregiving and personal interests is a rewarding feat, yet it can also take a toll on one's overall well-being. Benefits eligible faculty and staff have access to a number of different resources that make it easier to prioritize your health as we continue to build our community of well-being. We encourage you to explore the programs available under our 4 pillars of well-being - emotional, social, financial, and physical, as a way for you and your family to improve and maintain a healthy lifestyle both at work and at home.

The GW Employee Assistance Program (GW EAP): GW's Employee Assistance Program (EAP) is available at no cost to benefit eligible faculty and all members of their household (including dependent children up to age 26, whether or not they live at home). The service can assist with a range of needs - from finding daycare to confidential counseling (up to 5 sessions). Services are confidential and available 24 hours a day, 7 days a week.

2.6 Professional Responsibilities

Although faculty members work differently, each individual must perform their share of the overall activity required by the institution. The major types of faculty activity are instructional, including preparation, performance in class, grading, student advising,

thesis and dissertation direction, and program planning; professional/clinical service; scholarly and applied research or creative and artistic effort, whether sponsored or unsponsored; and university service, such as committee work and part-time administration. Throughout the university there is the expectation that all regular, full-time faculty will stay current in their field and engage in publishable scholarly and applied research or its equivalent in creative work in the arts. It is expected that special service faculty will stay current in their field and in teaching pedagogy.

It is the responsibility of the department chair and the dean to oversee faculty members in fulfilling all professional responsibilities fully and effectively. In most divisions of the university, the number of courses taught by a full-time faculty member varies from four to six (12-18 credits) courses per academic year. The normal teaching portion of a full-time faculty member's commitment to the institution varies in relation to other professional responsibilities and university assignments. After consultation between the dean and the provost, the department chair may increase or decrease an individual's teaching load, with no decrease in salary, taking into account that individual's overall effort in such areas as research or comparable scholarly work, administration, advising, and university governance as well as the total number of students taught.

It is expected that a member of the faculty will perform conscientiously all academic duties, including attendance at faculty meetings, commencement exercises, and convocations.

2.6.1 Annual Reports

All regular, active-status and research faculty members are required to file annual reports. In certain circumstances schools may require other categories of faculty to periodically submit annual reports, e.g., as part of a re-accreditation review. Annual reports document accomplishments from January 1 to December 31 for the preceding year. They are due to department chairs by mid-February each year. Annual reports are filed electronically through an online system.

Faculty are given the opportunity to attach their recent CV, which will be input into the online system. Annual reports filed through the electronic system are available to chairs and deans for review and comment online. Failure to submit an annual report by the established deadlines will result in merit ineligibility.

2.6.2 Consulting and Other Outside Interests, Relationships, and Professional Activities

Increasingly, industry and government have come to rely on faculties of universities for advice and guidance. Such practical contributions from institutions of higher education to society at large have provided many faculty members with the opportunity to use their knowledge and talents constructively and profitably and to strengthen their competence through a greater variety of professional experiences.

Outside professional activities, interests, and relationships that support the university's mission and its commitment to a robust and innovative community while maintaining the highest ethical standards are generally accepted but may necessitate guidance or management.

When engaging in outside professional activities and interests, faculty do not represent the opinions of the university nor should the faculty member compete with the university for work that is perceived as being work that the university would choose to perform. Except for incidental use, university resources should not be used for private income-producing activities and interests.

Conflicts of Interest and Commitment
Conflicts of interest and conflicts of commitment may occur when there is a divergence between the faculty member's private interests and their professional responsibilities to the university. The identification of a potential, perceived, or actual conflict of interest or conflict of commitment does not imply wrongdoing. While there may be circumstances in which the university determines that a conflict cannot be managed, the university will make every effort to help faculty manage and mitigate potential, actual, or perceived conflicts.

Time toward Outside Professional Activities
The university permits regular, full-time faculty members to spend the equivalent of up to **one working day a week** on average during the academic year on outside professional activities provided such commitments do not interfere with primary university obligations. Notwithstanding the one working day for outside professional activities during the academic year, all faculty are expected to manage their outside professional activities so as to ensure that all university responsibilities are met. Department chairs, or unit heads for academic units without a department chair, and deans are responsible for ensuring compliance with this rule. Additional guidance is available.

Disclosure Requirements
Throughout the year, faculty shall disclose outside professional activities, interests, and relationships that may actually, potentially, or have the perception of, creating a conflict of interest or conflict of commitment to their management and the Office of Ethics, Compliance, and Risk. On an annual basis, full-time faculty are expected to list outside professional activities on their Faculty Annual Reports and identified faculty shall complete a conflict of interest and conflict of commitment disclosure form. Annual reports will not be considered complete if the disclosure form is incomplete. Additionally, faculty that engage in funded research have additional disclosure requirements as a part of the sponsored research process.

Resources
The Policy on Outside Interests, Relationships, and Professional Activities establishes

expectations and mechanisms for identifying and addressing actual, potential, or perceived conflicts of interest and conflicts of commitment that pertain to conducting academic, research, and administrative activities in a fair and unbiased manner. The Faculty Addendum of the policy outlines faculty specific requirements and expectations such as advance approval for remunerated outside teaching or research during the academic year, objective review of the assignment of self-authored textbooks, and instituting safeguards in the hiring of students in outside professional activities and interests. Additional guidance and resources such as FAQs are available.

2.6.3 Instructional-Based Professional Responsibilities

2.6.3.1 Use of Blackboard

Faculty are strongly encouraged to use the online tool Blackboard to supplement course instruction—from posting syllabi, assignments, and lectures to conducting real-time written, spoken, or video discussions. In the event of a weather event or other emergency that closes the campus, Blackboard becomes an invaluable tool to allow instruction to continue uninterrupted. Training on Blackboard is available through the Instructional Technology Lab.

Blackboard Support
Information Technology Helpdesk
Phone: 202-994-4948
Email: ithelp@gwu.edu

2.6.3.2 Instructional Technology Lab

The Instructional Technology Lab offers phone and in-person support for faculty members using programs including, but not limited to, Blackboard, PowerPoint, Class Collaborate, and Zoom. Faculty members can also register for workshops sponsored by the ITL.

Phone:	202-994-0485
Walk-in Hours:	Mondays and Tuesdays, 10 a.m. – 3 p.m.
	Wednesdays and Thursdays, 1 p.m. – 6 p.m.
Location:	Gelman Library, Room B05A (Basement Level)

2.6.3.3 Office Hours

The university does not specify precise regulations governing faculty office hours, but some schools and departments set guidelines for the amount of time expected for faculty to provide office hours. It is evident that the ready, regular, and ample availability of faculty to students and to other faculty colleagues is essential to the academic enterprise. Faculty members will vary widely in the use of their offices. Some will spend most of their out-of-class time in them; others, engaged in research or other professionally related activities, will observe specific office hours. In either case, it is expected that office hours of sufficient

extent and variety will be posted so that students have easy access to their instructors and advisors. Academic departments will maintain a list of all faculty members' (both full-time and part-time) office hours during the semesters and summer sessions. It is important that this information is kept current.

2.6.3.4 Syllabi with Learning Objectives

Faculty are expected to distribute a hard copy of the syllabus during the first session of each course taught. It should also be made available through Blackboard. Some schools provide templates for syllabi for courses within that school. It is expected that faculty will regularly review and update their syllabi to keep them current. School, department and program administrators may also review syllabi to make sure that academic program objectives and accreditation standards are being met. All syllabi should include:

1. Course prerequisites, if any.
2. Learning outcomes that state descriptions of behaviors or skills that students will be able to demonstrate at the end of the course or unit. See Assessment.
3. Average amount of direct instruction or guided interaction with the instructor and average minimum amount of independent (out-of-class) learning expected per week.
4. Required textbooks and/or other materials and recommended readings.
5. Week-by-week schedule of topics to be presented.
6. Description of assignments and other course assessments that delineate how student performance will be evaluated.
7. Statement regarding the GW Academic Integrity Code.
8. Statement regarding the University policy on observance of religious holidays.
9. Statement regarding the use of electronic course materials and class recordings.
10. Information regarding Academic Commons and the GW Writing Center.
11. Information regarding Disability Support Services.
12. Information regarding the Student Health Center (medical, counseling/psychological, and psychiatric services)
13. GW campus emergency information.

Resources

Academic Planning and Assessment

Syllabus Template

2.6.3.5 Assessment of Student Learning

The Middle States Commission on Higher Education and other accrediting organizations for GW and its schools expect that student learning experiences will be assessed regularly by faculty and that those learning assessments will be used to improve teaching and increase student learning. When creating or revising a syllabus, faculty should develop course assignments, projects, and exams that correspond to the applicable learning objectives and provide useful information about how well students are learning what is stated in the learning objectives. The faculty should use their analyses of student performance to make periodic revisions to the course and improve student learning.

2.6.3.6 Textbook Adoption

Faculty members should determine requirements for books and supplies as early as possible and place orders in a timely manner. Textbook adoptions may be submitted in the following ways:

- Online: GW Campus Store
- For instructions, go to Guide To eFollett Online Adoption
- First-time users: When prompted for a store-supplied password, enter 122.
- Email: textbook@gwu.edu
- Fax: 202-994-8099 (Attn: Textbook Department)
- Campus Mail: GW Campus Store, Attn: Textbook Department, 2125 I Street, NW Washington, DC 20037

Deadlines: The textbook adoption deadlines are:

Summer Adoptions due March 18th
Fall Adoptions due April 15th
Spring Adoptions due October 15th

These deadlines are necessary to comply with the Higher Education Opportunity Act by providing textbook information in time for student registration. Submission of textbook adoptions by these deadlines also helps to ensure:

- Students receive more buyback money for their used books if the GW Camus Store knows that they will be used for the next semester's courses.
- A wider selection of lower-priced used books are available for purchase.
- Title availability can be checked in a timely manner.
- Textbooks arrive in time for the start of classes.

2.6.3.7 Covering Classes

Prompt and regular attendance at all assigned classes is a contractual duty. If unavoidable delay or absence occurs, every effort should be made to have the class covered. Faculty members who expect to be absent from the university, especially if their classes are to be taught by someone else, should inform the department chair and the dean, giving as much notice as possible.

2.6.3.8 Students with Disabilities

The institution must provide reasonable accommodations to the student's known disability if needed in order to afford them an equal opportunity to participate in the institution's programs, activities and services (including extracurricular activities). A college or university may not discriminate against an individual on the basis of disability. If a student approaches you to discuss issues relating to a claimed disability or to request an accommodation, you should refer the student to Disability Support Services to acquire appropriate documentation.

Disability Support Services recommends the following statement for use on course syllabi to encourage early self-disclosure:

"Any student who may need an accommodation based on the impact of a disability should contact the Office of Disability Support Services (DSS) to inquire about the documentation necessary to establish eligibility and to coordinate a plan of reasonable and appropriate accommodations. DSS is located in Rome Hall, Suite 102. For additional information, please call DSS at 202-994-8250, or consult Disability Support Services."

2.6.3.9 Students in Distress

Faculty can refer students who appear to be in distress to Counseling & Psychological Services and/or to the CARE Team, a university-wide network designed to connect students with needed resources. Distress can be manifested through sudden changes in behavior, demeanor, or academic performance, drop in class attendance, comments made that allude to self-harm or harm to others, or any other actions that seem atypical for the student. Filing a CARE report can be very helpful in determining if the changes are more pervasive, since other reports may have also been filed on behalf of that student.

2.6.3.10 Final Exam Schedule

The Academic Scheduling Office (ASO) schedules final exams for the majority of on-campus courses. Final exams are only scheduled for lecture sections, not for labs, discussions, recitations, etc. Off-campus final exams are scheduled by each individual department. All undergraduate final exams must be given during the final exam period listed in the academic calendar and must be given on the day and time listed in the final exam schedule. For online courses, the syllabus will show the date of final exams.

Graduate exams must be given during the final exam period but are not automatically scheduled. If the professor would like to schedule an exam during the final exam period, the department must make a request to Academic Scheduling. Graduate exam requests are accepted once all undergraduate exams have been scheduled.

2.6.3.11 Timely Submission of Grades

University policy states that faculty have five **(5) business days** to submit grades after the final examination, or after the final class meeting if no exam is given. Students should contact their instructor or the department offering the course to inquire about a missing grade.

Faculty members are strongly encouraged to submit final grades online via GWeb. Grades submitted online will be applied to a student's record overnight and be available to view the following morning. Online grade submission must be done through GWeb; grades entered into Blackboard are not considered official and are not applied to student records. Only the primary instructor (as designated in Banner) may submit final grades online.
Please refer to the Office of the Registrar – Grading for guidance on submitting final grades and incompletes via GWeb.

2.6.3.12 Classroom Emergencies, Maintenance, and Technical Difficulties

To report a crime or a health, public safety emergency, or unusual/suspicious activities, call the GW Police Department at 202-994-6111. All classroom incidents should be reported using the incident report form. To report a classroom in need of minor maintenance or better temperature control, call Facilities at 202-994-6706. To request assistance with computer equipment, call GW Information Technologies at 202-994-7900.

2.6.4 Convocations

The university schedules one major convocation during the academic year—the Spring Commencement in May—and other convocations from time to time throughout the academic year. Members of the regular, full-time faculty are expected to participate in the academic processions on these occasions. All regular, full-time faculty members who are interested in purchasing academic regalia will receive a one-time-only reimbursement by the university of $200 toward the cost of purchasing cap and gown. Original receipts should be submitted to the Events and Venues, 2000 Pennsylvania Ave, Suite 300. Faculty preferring to rent academic regalia may make arrangements to do so through the GW Campus Store.

2.6.5 Travel to Meetings of Scholarly Organizations

University policy is to subsidize in part or in full, within budgetary limitations and with advance approval, faculty attendance at learned or professional society meetings when the individual is an officer of the association, is presenting a paper, or is taking some other official part in the meeting. Occasionally, other reasons may provide the basis for support. Department chairs, for example, often find attendance at meetings essential to the recruiting process.

Requests for travel approval should be submitted well in advance of the date of the

meeting through the chair to the dean (or directly to the dean in schools without departments). Such requests should include, in addition to routine information about the meeting and its location, an estimate of the cost of the trip. Normally, reimbursement for air transportation costs is based on coach fare. Notice of action on the request by the dean will be sent to the department chair. If the request is approved, the individual undertaking the travel will be required to submit, upon their return, an itemized expense account recorded on the appropriate university form, together with receipts. This information is forwarded by the dean to Accounts Payable for reimbursement. Please see the Travel, Entertainment, and Business Expense Reimbursement Policy for more information.

When authorized by a dean, faculty and staff whose university responsibilities include travel may apply for a GW corporate credit card called a P-card. The P-card, which has no annual fee, should be used exclusively for approved university business expenses. The individual faculty member cardholder, not the university, is responsible for all charges made to the card, and the university will only reimburse authorized charges.

2.6.6 Service

Service is, along with teaching and research, a third required component of professional responsibilities. It is defined broadly and at many levels. It is not required that a professor be involved in every aspect of department, school, university, professional, and community service but it is assumed that there will be broad participation in extending and sharing the academic responsibilities of the institution.

Service levels include: work and leadership at the program, department level, school, professional societies, as well as service to community organizations. Among the service roles are: participation in leadership and on university committees at all levels; engagement and leadership in professional organizations and societies; and service to agencies and organizations in the broader community. A faculty member may elect to concentrate on specific aspects of service, e.g., a greater participation in program administration, in school committee work, or at the university level on academic and Faculty Senate committees. Over time faculty would be expected to demonstrate leadership in their participation in these areas.

Service to the community is broader and can include: membership on Boards of Trustees of profit and non-profit organizations; consultative support to such organizations; or collaborative ventures with representatives of such organizations, such as joint research activities. Faculty are required to report all such activities and to document those activities of a remunerative nature in their annual reports. Conflict of interest regulations of the institution require that department chairs, deans, and the administration be notified of all activities that might constitute a conflict of interest by faculty or members of a faculty member's family.

Active engagement in professional organizations, at all levels, is another option for

faculty service. This would include editing or review responsibilities on professional journals and publications, committee membership and leadership in the organization, as well as professional presentations and keynote addresses at national meetings.

New faculty should discuss their service interests with mentors and with the department chair and other school leadership to ascertain how their interests expand the mission and objectives of the school and the university.

Faculty should refer to their individual School bylaws and guidelines with respect to expectations for service.

Faculty-in-Residence & Faculty Partners Program
As described in Section 2.2.5, The Faculty-in-Residence & Faculty Partners Program is another way to serve the university by active engagement with students outside of the classroom.

2.7 Faculty & Staff Workstation Initiative

The Faculty and Staff Workstation Initiative is a centrally-planned and funded program that provides a primary computing device and standard peripherals (e.g., monitor, docking station, and webcam) if needed to benefits-eligible faculty and staff members to perform their teaching, research, and daily job functions.

2.8 Faculty Records (Retention and Confidentiality)

The Records Management Policy and the Employee Record Termination Policy address issues of retention and confidentiality related to faculty, staff, and student records.

Records Management Policy
Employee Record Termination Policy *Privacy of Student Records Policy*

2.9 Sabbatical Policy

Sabbatical leave is granted to members of the faculty as recognition of notable service through teaching and scholarly contributions and as an aid and inspiration to further achievements. Sabbatical leave is intended to provide faculty with opportunities for scholarly development and contacts that will contribute to their professional effectiveness and to the value of their later service to the university. A George Washington University faculty member who wishes to apply for sabbatical leave should first consult the statement of sabbatical leave policy to make sure that they are eligible. In brief, the applicant should: (1) have served full-time in regular active status for at least six continuous years, three of which must be at the University; (2) have a project for improving their scholarly development and professional effectiveness; and (3) submit an application sufficiently in advance of the academic year in which sabbatical leave is desired. Those who are unclear as to their eligibility should contact the Office of Faculty Personnel at fpo_ft@gwu.edu.

All faculty members are strongly encouraged to pursue fellowship or grant opportunities to support their proposed sabbatical activities. Information about fellowship opportunities for faculty is available from the Office of Graduate Student Assistantships and Fellowships (202-994-6822) and about grants from the Office of the Vice Provost for Research (202-994-6255).

Sabbatical Leave Report. Upon return from the sabbatical leave, the faculty member is required to report in writing on the progress of the research or formal study during the leave period through the department or program chair to the dean and then to the Provost and Executive Vice President for Academic Affairs.

Continuation in Service. It is expected that a faculty member who accepts leave intends to return to the University. By accepting a grant of sabbatical leave, a faculty member agrees to continue in the service of the university for at least one year following the leave unless the university approves some other arrangement. If after completion of a sabbatical a faculty member resigns from the university to accept an alternative position, the university will expect to be made harmless by the faculty member (or the new employer) through the repayment of compensation provided to the faculty member during the sabbatical.

2.10 Leaving the University

2.10.1 Retirement

Faculty members are eligible for retirement benefits if they (1) retire at age 65 or over: (2) retire between the ages of 60 and 65 with ten or more years of full-time university service: or (3) retire between the ages of 55 and 60 with twenty or more years of university service. (Retirement between the ages of 55 and 60 is subject to approval by the Board of Trustees.)

The GW Benefits website contains Retirement Benefits information describing healthcare coverage, tuition remission, and other retiree benefits.

As stated in the Faculty Code, Article VII A. Subject to the needs of the university, a full-time member of the faculty who is fully retired may be invited by the appropriate officers of the university to continue on a part-time basis and appointed for a renewable period not to exceed one academic year. Such appointee shall be designated "emeritus (or retired) in residence."

2.10.2 Emeritus Status

As stated in the Faculty Code Article VII B: A member of the faculty with long and distinguished service to the university may, upon retirement, be awarded emeritus status. Emeritus status is recommended by the regular members of the faculty concerned and, with the concurrence of the administration, is awarded by the Board of Trustees.

Those eligible for consideration for emeritus status are university professors, professors, adjunct professors, clinical professors, research professors, associate professors, and associate clinical professors. Faculty members in emeritus status shall be entitled to use facilities as arranged with the administration of the university and to participate in faculty meetings without the right to vote. They may serve on committees and may perform such other services as are in keeping with their desires and the needs of the university.

An emeritus faculty member becomes a member of the Society of the Emeriti. Emeriti faculty members will be issued an emeritus GWID badge to enable them to receive free parking on campus, complimentary memberships for Lerner Health and Wellness Center (Foggy Bottom) and the Mount Vernon campus exercise room, continued Library privileges, and a GW email account. Please contact sote@gwu.edu for additional SOTE benefits questions.

2.10.3 Partial Retirement

Full-time members of the faculty who qualify under the provisions of Article VII.D of the Faculty Code may retire partially by reducing their service to the university to either a two-thirds-time or a half-time basis for a specified period of time. Either basis will, in general, include teaching, research, and other services proportionate to that considered normal for a full-time faculty member in the relevant department, school, or other division of the university. Any determination of programmatic needs as required by Section VII.D of the Faculty Code and any combination of effort proposed by a faculty member must be approved by the department chair, the dean, and the Provost and Executive Vice President for Academic Affairs.

The faculty member's salary shall be, as applicable, two-thirds or one-half of the established full-time salary, and eligibility for annual salary increases shall continue. At the same time, the faculty member's fringe benefits* may not be reduced. The benefits that are offered to those who partially retire would continue to be those offered to full-time faculty members at the same contribution level (ex. medical, dental, vision); however, the benefits that are salary driven (ex. life insurance, AD&D) would change to reflect the new prorated salary level. Once a faculty member has elected to retire partially, they may not increase the level of service thereafter. A faculty member in partial retirement is no longer eligible to take a sabbatical. The faculty member may elect to retire fully at any time prior to the end of the specified period.

*Please note: Basic and Additional Life Insurance benefits include an age reduction provision. This provision will continue to apply should you decide to partially retire. Please review the applicable plan certificate for details by visiting GW Benefits. In addition, if at any time your salary reduces, salary driven benefits such as life, AD&D insurance, and disability will be adjusted accordingly. To view your current benefits at

any time during the year, please go to the GW Employee Portal.

For details regarding benefits during full retirement, faculty members should refer to the Retirement Benefits.

2.10.4 Retired Faculty

Faculty who retire, but are not emeritus, will continue to have access to their GW email account for thirteen months after they leave the university, subject to university policies. Faculty must set up an auto-generated messaged noting the end of their employment relationship with GW.

2.10.5 Resignation from GW

Faculty members who voluntarily resign from GW will continue to have access to their GW email account for thirteen months after they leave the university, subject to university policies. Faculty must set up an auto-generated messaged noting the end of their employment relationship with GW.

2.11 Important Policies Related to Employment

2.11.1 Equal Opportunity

The university is an Equal Employment Opportunity (EEO) employer committed to maintaining a non-discriminatory, and harassment-free work environment. The university does not unlawfully discriminate against any person on the basis of protected characteristics or any other basis prohibited by federal law, the District of Columbia Human Rights Act, or other applicable law. This policy covers all programs, services, policies, activities, and procedures of the university, including participation in education programs and employment.

2.11.2 Disabilities Policy

The university supports the employment of qualified individuals with disabilities. Faculty who believe they need a reasonable accommodation in order to perform the essential duties of their position should contact the university's Office of Equal Employment Opportunity and Access (EEOA).

2.11.3 Non-Retaliation

The university is committed to conducting its affairs honestly, ethically and in compliance with applicable laws, regulations, and university policies. Members of the university community are responsible for reporting good-faith concerns about possible unethical conduct or violations of laws, regulations, or university policies, including but not limited to allegations of discrimination or harassment. Retaliation against individuals who make a good-faith report of possible unethical conduct or violations of laws, regulations, or university policies, and/or who provide information or participate in a complaint review process, is prohibited, and violators may be subject to disciplinary action.

2.11.4 Political Activity

As a §501(c)(3) tax-exempt organization, the university is prohibited from directly or indirectly participating or intervening in any political campaign on behalf of or in opposition to any candidate for public office. Violation of IRS regulations may lead to imposition of excise tax, penalties and possibility of revocation of tax-exempt status.

2.11.5 Legal Representation of Faculty and Staff

It is the general policy of the university to provide legal representation and indemnification from liability to faculty and staff in connection with actual or threatened external actions, suits or proceedings, arising from authorized activities that fall within the scope of their university employment. Legal representation and indemnification from liability are subject to the university Bylaws, applicable university policies and procedures, OGC Guidance on Legal Representation, and applicable law. All court papers and letters from lawyers received by faculty and staff concerning their work at the university must be transmitted promptly to OGC in accordance with its guidance on Subpoenas and other Legal Notices.

2.11.6 Religious Accommodation

At the employee's request, the university will attempt to provide a reasonable accommodation for religious beliefs and practices of the employee if to do so does not impose an undue hardship on the employee's department, or interfere with the employee's ability to perform the essential functions of their position.

Each year the Provost and the Dean of Students issue a memo to the university community providing the University Religious Holiday Policy and a Religious Holiday Calendar.

2.11.7 Title IX Sexual Harassment and Related Conduct

GW is committed to maintaining a positive climate for study and work, in which individuals are judged solely on relevant factors, such as skill and performance, and can pursue their activities in an atmosphere that is free from discrimination, harassment, and violence. The university does not unlawfully discriminate on the basis of sex or gender in any of its education or employment programs or activities. Sexual Harassment is destructive to such a climate and will not be tolerated in the university community.

A person who experiences and reports (or is reported to have experienced) Sexual Harassment under this Policy will be offered prompt, reasonable, and appropriate supportive measures, and a person who is found responsible for violating this Policy may be subject to a range of potential disciplinary action, up to and including expulsion or termination. Some forms of Sexual Harassment may also violate federal, state, and/or local criminal laws, and criminal prosecution may occur independently of any actions taken by the university.

2.11.8 Smoke-Free Campus Policy

It is the policy of the university to promote a smoke-free environment in all university owned and managed buildings and owned and leased vehicles. It is also the policy of the university to promote a smoke-free environment at its Foggy Bottom, Mount Vernon, and Virginia Science and Technology campuses generally, including in and on university owned outdoor spaces as well as on public space that abuts buildings in the Foggy Bottom campus that are used by the university for academic, athletic, recreational, residential, and administrative purposes.

2.11.9 Drug Free Workplace and Substance Abuse Prevention

In accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989, the university is committed to maintaining a drug-free workplace and promoting high standards of employee health and safety. University standards of conduct prohibit the illegal manufacture, possession, distribution, or use of alcohol and drugs. Violations of this standard may result in disciplinary action up to and including termination.

2.11.10 Threats and Acts of Violence Policy

The university strives to maintain a positive climate for study and work in which individuals may pursue their academic goals and perform their employment duties in an atmosphere free from coercion, intimidation, and violence. This policy informs members of the GW community that certain conduct is inconsistent with this goal and is prohibited.

The university prohibits all threats and acts of violence on its campuses and other property and in connection with its programs and activities. Any University student or member of the faculty or staff who violates this policy will be subject to disciplinary action up to and including expulsion or termination.

Section 3: Teaching at GW

3.1 Academic Calendar

The Academic Calendar lists important dates throughout the year, including the first day of classes and exam dates. Dates are subject to change.

3.2 Expectations

Per Article III. C. of the Faculty Code, it is expected that faculty members shall make adequate preparation for their classes and conduct them in a dignified, courteous manner. They shall meet classes on time, hold classes for the full period, evaluate academic performance fairly and reasonably, and report evaluations promptly. Unless special arrangements are made for class coverage through the department chair or dean's office, faculty presence during the first week of classes is mandatory. It is also required that a complete syllabus is distributed on the first day of classes or available during the first week of an online class.

3.3 Schedule of Classes

The Schedule of Classes lists classes offered in the fall, spring, and summer terms at all of GW's campuses as well as online.

3.4 Academic Advising

Academic advisors are available to all students at GW. Specific Academic Advising policies and procedures differ by school. Please visit the Academic Advising website for information on Undergraduate Academic Advising, Graduate Student Services, and Pre-Professional Advising.

DegreeMAP

DegreeMAP is a tool that students and advisors can use to measure academic progress toward completion of a student's degree or certificate program. The tool will display the requirements for the student's program of study and apply their coursework (also known as academic history) to those requirements. Some programs may also contain non-course requirements needed for graduation, such as required exams, papers, dissertation, colloquium and more. DegreeMAP can include in-progress and preregistered courses to show how currently-enrolled classes will apply to requirements. DegreeMAP is an advising tool intended to be used by students collaboratively with their advisor to keep track of outstanding requirements, to assist in selecting courses during registration, and to help students make the best use of their time here at GW.

3.5 Student Registration

The Office of the Registrar business is conducted in-person at the Student Services Hub, located on the Ground Floor of the University Student Center at 800 21st St NW.

The Registrar's office helps to facilitate the registration process by providing a variety of resources for students. The Registrar website will provide instructions on how to register for classes through GWeb, the registration schedule for each upcoming semester, information on waitlists, instructions for resolving holds, withdrawal and refund information, and details on ROTC and Consortium registration.

Students in the Law School or Medical School, as well as students in off-campus programs, should consult with their school or program for registration information specific to them.

3.6 Student Records/FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. In keeping with FERPA guidelines, faculty members should not publicly post student grades, should not discuss a specific student's grade in class, and should not link student grades to their GWID or Social Security Number. Faculty members may not discuss a student's grades with a parent or guardian unless the student has filed a signed waiver with the Registrar's Office giving permission to do

so.

When a student enrolls in an institution of higher education, they become subject to the FERPA regulations that govern all colleges and universities. Regardless of the age of a student, with limited exceptions, the university may not disclose the education records of the student absent the student's consent. A student's grades may only be disclosed to the student, unless the student expressly directs otherwise.

Amending Records

A student has the right to request that the University amend information in their record that the student believes has been inaccurately recorded. Upon receipt of a properly-written request, the University will consider the request and respond within a reasonable time not to exceed thirty days. The student will be notified in writing that the amendment has occurred or that the request is denied. A letter denying the request will state the reasons for the decision and notify the student of the right to request a hearing.

3.7 Classrooms

Academic Scheduling handles classroom scheduling within the Office of the Registrar.

Classroom Descriptions

Online classroom descriptions show room types, seating capacity, available technology, and photographs, where possible. Rooms not included in this online list are department-controlled spaces; the Academic Scheduling Office does not schedule classes in those rooms. Questions regarding department-controlled spaces should be directed to the relevant department.

Faculty should check classroom assignments as soon as the upcoming semester's schedule is announced. Visiting the classroom(s) is also advisable. Although the Scheduling Office posts classroom descriptions online, these are subject to change. If a classroom change is necessary, faculty members should work with department staff to request a change immediately with the Scheduling Office.

Locked Classroom

To report a locked classroom, call GW University Police at 202-994-6110.

Classroom Maintenance

To report a classroom in need of minor maintenance or better temperature control, call Facilities at 202-994-6706.

Technical Assistance

To request assistance with computer equipment, call Academic Technologies at 202-994-7900. There are telephones in most classrooms.

Emergency Preparedness

The Office of Emergency Management publishes the following emergency guidelines that faculty should review and be familiar with in the event an emergency occurs:

- Read and familiarize yourself with the RevReady
- Familiarize yourself with your classrooms, the location of the closest emergency equipment (fire extinguishers, AED's, first aid kits, etc.), and two emergency exit routes out of the building
- Provide your classes with general information relating to incident procedures at the start of each semester
- Know how to report an incident from the classroom(s) you use
- Take charge of the students in your classroom and follow appropriate procedures for all fire/building alarms and emergency alerts
- Ensure that students with disabilities or special needs have the information or access to assistance they may require during an incident
- Be sure that you plan for disruptions to any research you may be conducting
- Contact the Office of Emergency Management (oem@gwu.edu) if you have any questions

Additional Faculty Emergency Resources

- *GW Emergency Response Handbook*
- *RevReady*
- *Adverse Weather Procedures*
- *Active Threat Preparedness*
- *GW Standard Emergency Status*

3.8 Class Rosters in GWeb and Blackboard

Faculty members can access class rosters by logging into GWeb. Class rosters are also available in Blackboard under "Communication."

3.9 Tools and Services for Faculty

GW Information Technology (GW IT) is the chief provider of technology infrastructure, services, and applications at George Washington University. GW IT partners with stakeholders across GW to equip faculty, students, and staff with the technology know-how and tools necessary to achieve academic excellence.

IT and Classroom Support

For technology support outside the classroom, GW IT offers various contact options to suit your needs. Visit IT Support to learn more.

For immediate classroom technology support during class, dial 0 on a classroom phone or call 202-994-7900.

Classroom Technology

GW IT supports faculty by providing training and assistance with classroom technology.

Familiarizing yourself with your classroom is highly recommended prior to the first day of classes.

Classroom Resources

- *Classroom Training*: Schedule training sessions to learn about the technology in your classroom.
- *Classroom Status*: Check the status and availability of technology in your classroom.
- *Classroom Search*: Find and locate specific classrooms equipped with the necessary technology.

Tools for Teaching and Learning
Explore various tools and resources provided by GW IT to enhance your teaching and learning experience.

For more information, visit GW IT's Classroom Technology Support page.

3.10 Course Information/Syllabus with Learning Objectives/Assessment

Consult with deans' offices of specific schools for syllabus templates.
See Section 2.6.3.4 of this document for more details.

3.11 Grades

Faculty are required to submit final grades **within five (5) business days** after the final examination, after the submission of a final project, or after the final class meeting if no exam or project is given. Exceptions to this requirement may be made by the dean's office to accommodate grading for large classes or other exceptional circumstances. Any late submission of grades must be cleared with the department chair or dean's office ahead of time.

University Bulletin
Grades are made available to students through GWeb by the Office of the Registrar after the close of each semester. The following grading system is used: *A,* Excellent; *B,* Good; *C,* Satisfactory; *D,* Low Pass; *F,* Fail; other grades that may be assigned are *A-, B+, B-, C+, C-, D+,* and *D-.* Symbols that may appear include *AU,* Audit; *I,* Incomplete; *IPG,* In Progress; *W,* Authorized Withdrawal; *Z,* Unauthorized Withdrawal Additionally, for undergraduate students symbols of; *P,* Pass; *NP,* No Pass; *R,* Need to Repeat Course; and RP Repeated Under Academic Forgiveness Policy may appear. For graduate students, symbols of CR, Credit; and NC, No Credit may appear.

For undergraduate students, for courses that do not specifically state that repetition for credit is permitted, an undergraduate student may, with permission of the instructor teaching the course in question, repeat for credit a course in which a grade of *B-* (2.75) or below was received. The student must complete the appropriate form to register. Credit for the repeated course will not count toward degree requirements; the grade

earned in the repeated course will, however, be included in the student's cumulative grade-point average.

Students also may repeat a course under the Undergraduate Academic Forgiveness Policy, with the grade earned in the repeated course included in the student's cumulative grade-point average.

For graduate students, except for courses that specifically state that repetition for credit is permitted, a candidate for a degree at this university may not repeat a course in which a grade of *C* or better was received, unless required to do so by the department concerned. A written statement, indicating that the student is required to repeat the course, must be submitted to the student's dean by the appropriate department chair.

The symbol of *Z* is assigned when students are registered for a course that they have not attended or have attended only briefly, and in which they have done no graded work. At the end of the academic year, students' records are reviewed; if there is more than one *Z* per semester, a student's record will be encumbered until released by the student's advisor or academic dean. The symbol of *Z* is not a grade but an administrative notation.

Incompletes

The symbol *I* (Incomplete) indicates that a satisfactory explanation has been given to the instructor for the student's inability to complete the required work of the course during the semester of enrollment. At the option of the instructor, the symbol *I* can be recorded if a student, for reasons beyond the student's control, is unable to complete the work of the course, and if the instructor is informed of, and accepts, such reasons before the date when final grades must be reported. The symbol can be used only if the student's prior performance and class attendance in the course have been satisfactory. If a student does not complete the work of a course, and no satisfactory explanation has been provided to the instructor before the deadline for final grades to be submitted, the grade of *F,* Failure, is recorded for the course.

To assign an *I*, the instructor must enter under Faculty Grade Entry/Final Grades in GWeb the time frame the instructor, student, and school have agreed upon for the work of the course to be completed, which can be no more than one calendar year from the last day of the semester or summer session in which the course was taken. The instructor also must enter an Incomplete final grade, which is based on the work the student completed by the end of the semester or summer session in which the course was taken.

If completion of the work of the course within the designated time frame results in a grade other than the Incomplete final grade, the instructor submits a grade change form to the Office of the Registrar; the new grade is recorded with the corresponding quality points and the grade-point average is recalculated. If the instructor does not submit a grade change form, the symbol *I* converts automatically to the Incomplete final grade, with the corresponding quality points, and the grade-point average is recalculated.

If the work of the course has not been completed within the designated time frame, the

grade converts automatically to the Incomplete final grade, with the corresponding quality points, and the grade-point average is recalculated. If the work for the course has not been completed after a period of one calendar year from the end of the semester or summer session in which the course was taken, and no Incomplete final grade is on record, the *I* changes automatically to the grade of *F,* Failure, 0 quality points, and the grade-point average is recalculated.

3.12 Examinations

Final Examination Policy Statement

Final examinations are to be administered only during the regularly scheduled Examination Period in the Fall and Spring semesters unless otherwise approved by the provost. In order to provide students maximum opportunity to study and review material covered during the semester, final examinations are not to be administered during regularly scheduled class sessions, on the class make-up day, or during the reading period. In particular, faculty teaching undergraduate courses are not to give any examinations during the last week of regularly scheduled classes, but rather, administer such examinations during the Examination Period. For online courses, the syllabus will show the date of final exam, if applicable.

Final Examination Conflicts

Students who have three or more examinations scheduled on any one day during the examination period may request to take examinations on a different day so that they have no more than two examinations on any one day. It is the student's responsibility and right to request that an examination(s) be rescheduled such that no more than two examinations are given during the course of one day. Faculty members are expected to accommodate these requests. The administration has accepted a resolution of the Faculty Senate regarding final examination conflicts. The Senate recommended that the rescheduling take place at least three weeks prior to the last day of classes and that, whenever possible, the make-up examination be rescheduled during the examination period; that the rescheduling be achieved in consultation with the instructors involved, and that, whenever possible, the student selects which examination to reschedule.

Final Examination Scheduling

The Office of the Registrar (OTR) schedules final exams for the majority of on- campus courses. Final exams are only scheduled for lecture sections, not for labs, discussions, recitations, etc. Off-campus final exams are scheduled by each individual department. All undergraduate final exams must be given during the final exam period listed in the academic calendar and must be given on the day and time listed in the final exam schedule.

Graduate exams may be given on the last day of the semester. If the professor would like to schedule an exam during the final exam period, the department must make a request to OTR. Graduate exam requests will be accepted once all undergraduate exams have been scheduled.

Faculty FAQs

What if I need more time to give my final exam than what is provided in the schedule?
While all final exams must begin at the time scheduled by the university, exams can go beyond the scheduled end time provided the instructor makes arrangements with Academic Scheduling to reserve the classroom beyond the standard two-hour period.

What if I would like to change the room assigned to my final exam?
Classroom assignments can be changed up until three (3) days prior to the scheduled exam date. Instructors should submit a request to the Academic Scheduling Office. Please be advised that classroom assignments can change due to conflicts up until that date, so you should check your assignment within three (3) days prior to your exam.

What if I have a conflict with my scheduled final exams?
Exams are scheduled to avoid as many conflicts with other exams as possible; however, conflicts do occasionally occur. If you have a conflict, please contact Academic Scheduling as soon as possible for rescheduling.

Final Examination Schedule
The Final Examination Schedule is online at the Office of the Registrar Website.

3.13 Academic Integrity

The Code of Academic Integrity was written and designed by students, faculty, librarians and administration with ultimate approval from the President of the university and the Board of Trustees. The Office of Conflict Education & Student Accountability (CESA) and the University Integrity & Conduct Council (UICC) promotes academic integrity and administers all procedures associated with the Code.

3.14 Course Change and Withdrawal

During the registration period and before the end of the second week of classes, students may drop or add courses using the GWeb Information System.

During the third and fourth weeks of classes (after the second week and prior to the end of the fourth week), students may continue to drop courses using GWeb. Students who wish to add a course must complete the appropriate form. Adding a course after the second week of classes requires the signature of the instructor or other authorized member of the department. A course dropped during the first four weeks of classes will not appear on the student's transcript.

After the fourth week of classes, students who wish to add a course must complete the appropriate form. Adding a course after the fourth week of classes continues to require the signature of the instructor or other authorized member of the department.

Individual program adjustments may incur financial penalties and/or additional fees if they are not even exchanges, or involve courses other than those at the Foggy Bottom

and Mount Vernon campuses.

After the fourth week of classes, stopping a course is considered a withdrawal and a grade of 'W' will appear on the transcript. Timelines in which a course withdrawal can be performed varies by a student's school and level. Please refer to the Undergraduate or Graduate Regulations in the Bulletin for more information.

Dean's Permission / Registration Transaction Form
Any changes to registration that require dean's permission (i.e. changing from letter-grade to pass/fail or time conflicts) must be completed using a RTF.

Withdrawals and Refunds
Withdrawals and refunds are discussed on the Office of the Registrar's Website.

3.15 Class Attendance

Attending regularly scheduled and scheduled make-up classes, discussions and recitations, laboratory sessions and other course meetings is a fundamental student responsibility. Faculty may use class attendance and participation as factors in determining course grades. The contributions of class attendance and participation toward course grades should be explicitly stated on course syllabi as should all factors used in determining these grades.

While it is expected that students will make every effort to attend classes, it is recognized that personal circumstances (e.g., religious observances, documented family and medical emergencies) and university-scheduled events (e.g., varsity athletic competitions, performances) will arise which preclude class attendance. In such circumstances, faculty and other instructors are expected to make appropriate accommodations (e.g., make up tests, adjusted due dates for papers and projects), such accommodations to be determined by the faculty member and appropriate university offices such as Disability Support Services as warranted. The student is responsible for obtaining the materials presented in missed classes and for making up missed tests and other assignments. No academic penalty shall be imposed for class absences that are permissible in accordance with university policy.

It is expected that students will schedule classes in order to minimize the number of classes that may be missed. Further, it is expected that whenever possible, students will inform course instructors in advance of any absences related to scheduled events or religious observances.

3.16 Religious Holidays

(See Section 2.11.6)

3.17 Adverse Weather Conditions

The university's Policy on Adverse Weather provides general guidance to faculty, staff,

and students during adverse weather.

3.18 Retention of Graded Papers and Papers Not Returned to Students

Consult with deans' offices of specific schools for policies about retention of graded papers and papers not returned to students.

3.19 Auditing a Class

An individual who has been admitted to the university may be registered, with the permission of the instructor, as an auditor in a class (no academic credit). An auditor is not required to take part in the course or to pass examinations. A student who takes a course as an auditor may not repeat it later for credit. Tuition is charged at the prevailing rate. A student may not change from audit status to credit status or vice versa after the end of the eighth week of classes.

3.20 Electronic Theses and Dissertations

Graduate students whose program includes a thesis or dissertation must meet published Electronic Theses and Dissertations (ETD) deadlines for graduation in a given semester or summer session.

ETD Contacts

Gelman Library's ETD administrator can help with questions about the submission process. In addition, each school has an ETD coordinator for assistance specific to particular programs.

3.21 Academic Program and Course Approval

GW has converted its course and program approval processes to an online management system, CourseLeaf. All proposals for new programs and courses and changes to current listings, including all required supporting documents, must be completed and submitted **prior** to the requested effective date and early enough to allow for sufficient review. Retroactive approvals will not be granted, and new programs or revisions cannot be publicized to current or prospective students until approved by the Associate Provost for Academic Planning and Assessment. Every effort will be made to promptly review and provide feedback on submissions that meet the submission requirements. For information about and to obtain access to CourseLeaf, contact bulletin@gwu.edu.

All new course proposals or proposed changes to existing courses are to be submitted through the **CourseLeaf Course Inventory Management System (CIM)**.

All new program proposals or proposed changes to existing programs are to be submitted through the **CourseLeaf Course Inventory Management System (CIM)**.

3.22 Student Services

Center for Career Services

The George Washington University Center for Career Services offers comprehensive career development, experiential education, student employment services and resources for GW degree-seeking students, alumni and international exchange students. For employers, the Career Center offers a variety of services, programs and resources to help them meet their hiring and recruitment needs.

Honey W. Nashman Center for Civic Engagement and Public Service
The Honey W. Nashman Center supports the diverse ways GW faculty and students contribute to the community, including direct service; community engagement through courses, practica, or research that create a public benefit; policy and governance; philanthropy; social innovation; and community organizing and activism.

Office of Student Life
Student Life brings learning out of the classroom and our innovative programs are personalized to ensure you achieve academic success. From first-year students to first-generation students and transfer students, Student Life tailor's services and events to reach all populations.

Center for Undergraduate Fellowships and Research
Housed in Gelman Library, a unit within Libraries and Academic Innovation, the Center for Undergraduate Fellowships and Research provides individualized and group mentorship to all GW students and alumni pursuing national awards, fellowships, and undergraduate research opportunities.

Student Services Hub
Student Services Hub is located on the ground floor of the University Student Center. It has the offices for Student Financial Assistance, Student Accounts, the Registrar, the GWorld card, and the Cashier.

Disability Support Services
Disability Support Services (DSS) is the university's central resource for academic support for students with disabilities. DSS works collaboratively with students, faculty and staff across the campus to foster a climate of universal academic excellence, while also promoting disability culture and GW's broader diversity and inclusion initiatives.

The work of DSS is grounded in evidence-based practices, that centers disabled voices and lived experiences in service provision. Their efforts are also fundamentally influenced by social justice, disability studies, disability justice, feminist theory, and Universal Design frameworks.

DSS aims to create an inclusive environment that challenges notions of normality that influences scholarship across all disciplines and university programming.

Division for Student Affairs

The Division for Student Affairs (DSA) cultivates an inclusive community that supports connection, growth, and well-being for every student throughout their GW journey.

DSA fosters inclusive communities for belonging; provide leadership opportunities and activities; and support student physical, mental, and collective wellbeing. DSA prepares students for a life of learning, engaged citizenship, and care for self and others. Offices within DSA:

Campus Living and Residential Education
Over 7,000 students living on the Foggy Bottom and Mount Vernon campuses make GW residence halls the dynamic intersection of city and school. Campus Living and Residential Education (CLRE) manages all aspects of the residential experience.

Campus Recreation
Campus Recreation offers various programs to promote the health and fitness of GW students and oversees the Lerner Health and Wellness Center, with state-of-the-art fitness center for students, faculty, and staff.

Center for Interfaith and Spiritual Life
The Center for Interfaith and Spiritual Life enhances interfaith and spiritual efforts at GW and promotes spiritual development, theological reflections, religious tolerance, social justice, and social awareness. The Center leads the integration of learning, faith and service through a broad selection of programs and partnerships that engage students, faculty, staff, university leadership and alumni in the understanding and practice of diverse religious identities, values and commitments.

Conflict Education and Student Accountability (CESA)
CESA engages across GW to foster equitable and restorative accountability to community standards. CESA promotes individual rights and communal responsibilities, supporting community members to identify and repair harm, and growing community accountability for conflict management. CESA oversees the student conduct and academic integrity processes.

GW Dining
The dining experience gives students access to three all-you-care-to-eat dining halls on Foggy Bottom and one on the Mount Vernon Campus, and at over 80 GW dining partners located both on- and off-campus.

Mount Vernon Campus
The Mount Vernon Campus (MVC or “The Vern”) is located in the Berkley neighborhood in Northwest DC and is an integral part of the student experience, featuring a variety of academic, residential, and social options for students.

Orientation, Class Year & Families Programs

Responsible for coordination of the New Student and New Families Orientation programs, as well as class-based, signature campus events.

Student Health Center

The Student Health Center (SHC) is a multidisciplinary, integrated, student healthcare service that provides confidential, student-centered care in an accessible, safe, culturally sensitive, and supportive environment. The SHC seeks to promote healthy lifestyle choices and to holistically support the physical and emotional well-being of students in order to achieve academic success. All currently registered full-time and part-time students enrolled in a degree program at GW are eligible for services at the SHC. Non-degree- seeking students registered for at least 12 hours of academic credit in the current semester are also eligible. Students must present their GWorld card each time they visit the SHC.

Medical Services - an outpatient clinic staffed by physicians, nurse practitioners and registered nurses dedicated to providing accessible, high quality medical care to GW students, including preventive services, evaluation and treatment of acute and chronic medical illnesses, and health education.

Counseling & Psychological Services (CAPS) - works collaboratively with students to provide compassionate, comprehensive, and inclusive mental health services that foster emotional and personal development. Through counseling, outreach, campus partnerships, and education and training, we engage with the entire GW community to promote a campus culture of holistic well-being.

Student Life

Seeks to enhance all aspects of the student experience by fostering communities that promote learning and development to prepare students to make positive contributions in the world.

Office of Student Outreach and Support

The Student Outreach and Support team helps students succeed at GW by connecting them to support resources, working with them to develop plans of action to meet their goals, and helping them navigating challenging circumstances. Supporting first-generation, transfer, off-campus, and military and veteran-affiliated students, we work with students who are going through challenges to help them navigate long term illness, family emergencies, substance use violations and recovery, and other life circumstances.

International Services Office

The International Services Office at GW facilitates international educational exchange through its services and programs. It serves as the primary administrative, programming, and advising office for the GW international community.

Multicultural Student Services Center

The Multicultural Student Services Center (MSSC) is an integral part of the Office for Diversity, Equity, and Community Engagement (ODECE) in the Office of the Provost. MSSC enhances the GW experience by preparing students for success in an increasingly diverse and global society. In support of the university value of diversity, MSSC leads university student diversity initiatives to ensure the same high quality university experience for all students, while contributing to an environment that promotes cultural competency, inclusion, and social justice.

Office of the Registrar

The Office of the Registrar supports the university's mission to promote lifelong learning by administering the various academic policies of the university and providing support to students, faculty, administrators, and alumni. The office maintains academic records from enrollment through graduation and offers a wide range of services in the areas of classroom scheduling, enrollment verification, DegreeMAP, grade reporting, registration, requirements tracking, transcripts, degree conferral, and student consent/FERPA information.

Office for Study Abroad

The Office for Study Abroad (OSA) provides and facilitates quality international educational opportunities at GW. The staff works to promote the academic, personal, professional, and intercultural development of students before, during, and after their study abroad experiences. They respond effectively to student needs, contribute to campus internationalization, and foster cultural understanding and self-awareness among the student body. The OSA primarily works with undergraduate students; some short-term, faculty led graduate programs are administered through the OSA as well.

Section 4: Research at GW

4.1 University Policies on Research

University policies governing research are located on the GW University Policies Web site. Policies cover areas of compliance, research integrity, cost transfer, direct charging of administrative costs associated with sponsored projects, effort certification, and more.

It is the responsibility of all faculty to comply with federal, state, local laws, regulations and university policies in all aspects of any research conducted for or on behalf of the university.

4.2 Office of the Vice Provost for Research

It is an exciting time for research at GW. Our recent membership in the Association of American Universities (AAU) recognizes the impact of our research and scholarly activities in an array of topics including cutting-edge projects in science and technology, health, public policy, global security, and the arts and humanities. Research and innovation are driving forces advancing GW as an academic institution and society as a whole. In

partnership with faculty, the Office of the Vice Provost for Research (OVPR) facilitates all phases of the external and internal funding processes and provides support for faculty and student research initiatives.

4.3 Sponsored Projects Administration

The Office of Sponsored Projects (OSP) within OVPR provides stewardship and oversight of externally funded research.

GW utilizes a Research Administration Pod shared services model for local sponsored research administration. Each pod supports schools and their affiliated research centers and institutes.

The Grants & Contracts Accounting Services (GCAS) unit is located within the Office of the University Controller and is responsible for sound financial management of sponsored projects.

Working collaboratively with principal investigators and their department staff, research administration teams ensure successful submission of proposals and compliance throughout the life of a sponsored project.

Information on the principles governing externally funded research can be found on the OSP website. Additionally, detailed information on roles and responsibilities, processes, guidance and information on key areas related to securing and managing sponsored funds, including:

- *Proposal Development*
- *Submitting Proposals*
- *Sponsor Specific Guidance*
- *Sponsored Projects Systems*

4.4 Office of Innovation & Entrepreneurship

The Office of Innovation and Entrepreneurship is committed to promoting excellence in multidisciplinary entrepreneurship, innovation, and regional engagement in new venture creation at GW. Founded in 2010, the office has worked closely with thousands of aspiring students, faculty, and alumni entrepreneurs, and now serves as a focal point to foster, promote, and perpetuate quality academic research, education, and outreach programs.

Corporate partnerships are integral to building a robust and diverse research enterprise. OVPR is an entry point for corporate partners who are keen to support innovative and entrepreneurial efforts across the university, helping them connect to students and faculty whose work may advance their interests.

4.5 Commercializing Technologies and Innovations (TCO)

TCO facilitates the transition of ideas to products so that the university community and

the public can benefit from GW research and innovation. TCO connects university researchers with companies, entrepreneurs, and investors. TCO oversees all aspects of technology commercialization at GW, in particular through licensing to businesses the university's intellectual property in new technologies.

4.6 Intellectual Property Rights

Faculty intellectual property rights are covered by two university policies that deal with copyright and patent rights. In the case of copyright, faculty members may receive further guidance from the Office of General Counsel or the University Copyright Officer who is the Vice Provost for Faculty Affairs. In the case of patents, faculty members may receive further guidance from TCO. In either case, creators/inventors receive a share of licensing revenues the university receives from commercializing patents and copyrights (other than Works Made for Hire), details of which are outlined in the corresponding policies.

GW Copyright Policy

The university encourages the creation and publication of scholarly, technical, literary and artistic works as part of its educational mission. Generally, when by their own initiative a faculty member, librarian or student, in pursuit of normal scholarly, professional, or academic responsibilities, including normal use of the university's physical facilities, create copyrightable works, the copyright and any resulting royalties may be claimed by the faculty member, librarian, or student as author of the copyrighted work. However, when a work qualifies as a "Work Made for Hire" or when "Substantial Use" of university resources is involved, as defined in the policy below, the copyright in such work will be owned by or transferred to the university.

GW Policy on Patents and Scholarly Work

The university seeks to serve the needs of society in the course of pursuing the traditional principles of education and research, as well as patient care. The university recognizes that the interest of the inventor(s) and that of the university are better served when inventions and discoveries made by university faculty, staff, or students are developed to the point of practical application.

Disclosure of Inventions, Discoveries and Technologies

In order to provide maximum benefit to the university community and to assure the university's compliance with obligations to sponsors of research, all faculty, staff, and students have the responsibility to promptly disclose fully and openly to the TCO all inventions, discoveries, technologies, and innovations as required by research agreements or where there is prospect for commercialization in which the university has an interest. The process for applying for a patent and distribution of royalty or license fees will be done through the TCO.

4.7 Corporate and Foundation Relations (CFR)

CFR provides services to support faculty, administrators and center directors in their work with foundations and corporations. Staff members can help to:

- identify potential funding sources
- plan and coordinate solicitations
- assist with letter of inquiries and grant proposals
- route proposal materials through the system
- ensure timely follow-up with foundations following an award
- secure follow-up awards

4.8 Research Integrity and Compliance

GW is committed to promoting the highest standards of ethical research and scholarly conduct while pursuing its research mission. All involved in conducting or supporting research shares the responsibility for achieving this goal. The Office of Research Integrity & Compliance (ORIC) partners with researchers to ensure that our research programs comply with all federal, state and local regulations and university policies.

ORIC is responsible for human subject protection, research misconduct, responsible conduct of research, research conflicts of interest, animal welfare, laboratory safety, export control, and data use and sharing. ORIC oversees the following offices:

- Office of Human Research
- Office of Responsible Conduct of Research
- Office of Research Safety
- Office of Research Security
- Office of Research Compliance & Quality Assurance

Compliance and Privacy

Through the Office of Ethics, Compliance and Risk (OECR), the university maintains compliance and ethics programs to promote a culture that encourages ethical conduct and a commitment to compliance with the law. Specific ethics or employee compliance questions may be directed to a department chair, dean or to OECR.

Ethical Conduct

GW's Code of Ethical Conduct sets forth the university's core values and guides the actions of anyone acting on behalf of the university.

4.9 Human Research *(Institutional Review Board)*

The Office of Human Research (OHR) is the administrative support office for the GW Institutional Review Boards (IRBs). The GW IRBs are responsible for the review of all research involving human subjects in accordance with federal regulations.

The OHR provides institutional oversight for all human subjects research conducted by GW faculty, staff, postdocs, students and GW affiliates.

4.10 Responsible Conduct of Research

GW is committed to fostering a vibrant research environment in which all faculty, staff, postdocs, students and visiting scholars conduct research ethically and responsibly. All individuals engaged in research at GW should adhere to professional standards in

specific research fields as well as sponsor requirements for training in the ethical and responsible conduct of research, enabling trustworthy research results upon which peers and the general public can rely.

Responsible Conduct of Research Training
As described in GW's Responsible Conduct of Research (RCR) Training Plan, ORIC works with research leaders across campus to ensure the availability of RCR training and coordinate various offerings to help GW researchers (e.g. faculty, staff, postdocs and students) meet their RCR training requirements.

All GW faculty, staff, postdocs and students involved in research, regardless of funding source, are encouraged to complete the online RCR Basic Course offered by GW via the Collaborative Institutional Training Initiative (CITI) Program.

Writing Resources
GW also offers a variety of resources to assist students in being responsible writers: GW's Code of Academic Integrity represents our community's commitment to academic honesty.

4.11 Research Conflicts of Interest

Consistent with the Policy on Outside Interests, Relationships, and Professional Activities conflicts of interest and conflicts of commitment may occur when there is a divergence between an individual's private interests and their professional responsibilities to the university. With respect to research conflicts, in addition to annual disclosure required by all GW faculty, each Investigator must disclose their outside professional activities and financial interests and those of their spouse/domestic partner and dependent children, when the funding proposal is submitted. Additional information is available on the ORIC website.

Investigators engaged in Public Health Service-funded research are required to complete Financial Conflict of Interest (FCOI) training using the CITI training program every three years.

4.12 Research Safety

The mission of the Office of Research Safety (ORS) is to protect the GW research community and the general public while conducting research.

ORS provides training, consultation and services in the areas of biosafety, radiation safety and laser safety. ORS also provides administrative support to the Institutional Biosafety Committee (IBC), the Institutional Animal Care and Use Committee (IACUC), and is the primary contact for federal, state, and local regulatory agencies regarding matters of laboratory safety and animal welfare.

4.13 Research Security *(Export Control)*

GW is committed to enhancing the global reach of our research and scholarly endeavors by supporting and encouraging international collaborations, interdisciplinary research, and the global exchange of ideas.

Certain regulations administered by United States federal agencies set restrictions on the types of information and technology that can be shared with (i.e., "exported" to) foreign nationals and shipment of controlled physical items such as scientific equipment.

GW's Export Control Policy explains how the university implements export control laws that advance national security and economic interests. It provides important information that enables Investigators to understand export control regulations and the procedures designed to ensure university compliance. Additional information on when a research study may trigger review regarding export control, see the ORIC website.

4.14 Advisory Council on Research

The Advisory Council on Research (ACR) is composed of faculty members and administrative representatives from the various schools and divisions at GW. The ACR is responsible for chartering and re-chartering GW-affiliated institutes, as well as for serving as reviewers for OVPR-funded intramural funding programs.

4.15 Centers and Institutes

GW's protocol for the establishment of research centers and the chartering of research institutes facilitates the strengthening of scholarly activity across the university. Becoming a sanctioned center or a chartered institute reflects a university seal of approval and results in the inclusion in listings of scholarly units.

4.16 Research Training

Undergraduate Research

The Center for Undergraduate Fellowships and Research offers programs and support through which students engage in research and interact closely with faculty members. Undergraduate research experiences provide invaluable preparation for students interested in pursuing nationally competitive fellowships that recognize academic and extracurricular excellence.

Graduate Research Training

Graduate students gain valuable experience by working with faculty members and engaging in research. GW offers many opportunities to provide students with essential training and skills. Although most fellowships and scholarships are offered through the academic departments, some are offered through the Office of Graduate Student Assistantships and Fellowships.

Medical Residency Research Training

The medical residency program has a rich history at GW. Residents may take advantage of research opportunities at GW as well as at the nearby National Institutes of Health, National Cancer Institute, National Institute of Mental Health, and Food and Drug

Administration.

Postdoctoral Appointments
Postdoctoral researchers can be found in all areas of the university, including biology, chemistry, high-performance computing, physics, psychology, and health and medicine. GW's Office of Graduate and Postdoctoral Affairs is a resource for graduate students and postdocs to access guidance in areas such as academic success, professional growth, and wellness.

4.17 International Students

GW enrolls approximately 3,500 international students from over 120 countries; most study at the graduate level. International students bring cross-cultural communication and multicultural perspective to the workplace, in addition to the knowledge gained from their studies at GW. It is imperative to know the different rules that govern employment eligibility for international students and limitations on hours federal law permits them to work on campus while school is in session.

International Services Office's information for Current Students
On Campus Employment for F-1 Students
Employment for J-1 Students
Post-Completion Optional Practical Training (OPT) and *OPT Portal*

Section 5: Academic Resources at GW

5.1 Libraries at GW

The libraries at George Washington University consist of the Jacob Burns Law Library, the Himmelfarb Health Sciences Library, and the centrally administered GW Libraries, made up of Gelman Library, Eckles Library, and the Virginia Science and Technology Library. The mission of the GW Libraries is to enable GW faculty and students, regardless of location, to meet their curricular, research and information needs. With a commitment to excellence in services, the Libraries offer quality information resources and creative and innovative options to support the intellectual inquiry, research and lifelong learning needs of the unique university community they serve. GW Libraries and Academic Innovation (LAI) provides essential services and resources to support faculty in their teaching, learning, and research.

5.1.1 University Librarian

The Dean of Libraries and Academic Innovation and Vice Provost for Libraries and Information Technology is responsible for planning, directing, and overseeing all operations of GW's Estelle and Melvin Gelman, Eckles, and Virginia Science and Technology Campus libraries.

5.1.2 Libraries

GW Libraries and Academic Innovation (LAI) is made up of three library buildings. Access to all three buildings is available to all GW students, faculty, staff, and alumni.

- Estelle and Melvin Gelman Library on the Foggy Bottom Campus
- Eckles Library on the Mount Vernon Campus
- Virginia Science and Technology Campus Library

Three specialized libraries are also available at GW:

- Himmelfarb Health Sciences Library is open to GW School of Medicine & Health Sciences, Milken Institute School of Public Health, and School of Nursing students, residents, faculty and staff.
- Jacob Burns Law Library reserves exclusive access for GW Law faculty, students, alumni and staff; GW students, faculty and staff who need to use the Law Library's resources to conduct legal research; and students and faculty of OCLC Shares partner institutions.
- Arthur D Jenkins Library at the Textile Museum is open by appointment to visitors of all ages and levels of expertise.

GW is a member of the Washington Research Libraries Consortium, providing access to library books in institutions across the DC metropolitan area.

5.1.3 Research Services

LAI helps faculty and students to obtain the advanced research skills they need to succeed. Workshops, in class instruction and personal consultations are available in:

- Coding & Programming
- Copyright
- Data Management Plans
- Digital Storytelling & Multimedia Tools
- Library Resources
- Mapping & GIS
- Multimedia & Digital Storytelling
- Open Educational Resources
- ORCiD
- Publishing
- Research Data Management
- Specialized Research Collections/Archives
- Statistical Analysis

5.1.4 Instructional Support

The Instructional Core team of LAI partners with faculty to facilitate course design and enhance teaching methods using a variety of evidence-based teaching practices, in-depth workshops, classroom technologies, and creative media tools.

We can help provide expertise to faculty who are teaching in person, as well as in hybrid and online learning environments.

The Instructional Technology Lab (ITL) team offers guidance and technical support to faculty using instructional technology. We can partner with you to understand your goals and help you choose from a variety of tools to help facilitate learning. The ITL also helps answer individual questions about specific tools. Learn more about the instructional technology tools we support by browsing frequently asked questions and how-to documentation.

5.1.5 Specialized Service Areas at Gelman Library

Global Resources Center

The Global Resources Center (GRC) supports GW's globally focused academic programs. The GRC concentrates on the political, socio-economic, historical, and cultural aspects of countries and regions around the world from the twentieth century onward. Its interdisciplinary holdings include five specialized collections, the China Documentation Center (CDC); Japan Resource Center (JRC); Taiwan Resource Center (TRC); Resource Center for Russia, Eurasia, Eastern and Central Europe (REECE); and the Middle East and North Africa Resource Center (MENA).

Special Collections Research Center

The Special Collections Research Center collects and preserves a wide range of personal, professional, and historical materials from local, national, and international sources. Collection highlights include the following:

- I. Edward Kiev Judaica Collection
- International Brotherhood of Teamsters Labor History Research Center
- National Education Association Library and Archive
- University Archives
- Washingtoniana Collection

5.1.6 National Security Archive

Gelman Library is also home to the independent National Security Archive. Founded in 1985 by journalists and scholars to check rising government secrecy, the National Security Archive combines an investigative journalism center with a research institute on international affairs and a library and archive of declassified U.S. documents. A leading non-profit user of the U.S. Freedom of Information Act, it also serves as public interest law firm defending and expanding public access to government information.

5.1.7 Academic Commons

Academic Commons is GW's one-stop shop for student academic support. Academic Commons partners with instructors to provide free tutoring and review sessions for undergraduate courses. They also provide personalized

assistance with statistical analyses in R, Python, SPSS, and more.

5.1.8 CREATE Digital Studio

The CREATE digital studio, located on the first floor of Gelman Library, assists students, faculty, and staff with the tools and expertise to expand their ability to create high-quality videos, podcasts, interactive experiences, and data visualization. CREATE is open and available to everyone at GW - regardless of major or department. Professional staff provide workshops and individual consultations to help everyone at GW use digital storytelling to effectively communicate their research and ideas in the online world.

5.1.9 Center for Undergraduate Fellowships and Research

The Center for Undergraduate Fellowships and Research provides individualized and group mentorship to all GW students and alumni pursuing national awards, fellowships, and undergraduate research opportunities.

Website: library.gwu.edu
Email: gelman@gwu.edu
Phone: 202-994-6558

5.2 Technology Services

GW IT provides a wide array of technology services for the faculty. Visit the website of the Office of Ethics, Compliance and Risk for applicable Information Technology Policies.

5.2.1 GW Identity

Activating your GW Identity is the first step to accessing university resources. Your GW Identity is a collection of elements that uniquely identifies you as a member of the GW community. the technology systems, services and applications at the university.

- Get Started with GW IT

Securing Your Account and Data

By applying cybersecurity best practices, you can contribute to the security of our campus community. GW IT is here to support you with resources and guidance to ensure that our digital landscape remains resilient.

- Beware the Phish
- Know your Data
- Encrypt Data
- Update Software
- Browse Safely
- Charge Safely

Tools and Services for Researchers

GW IT's Research Technology Services support and enhance research activities at GW. These services provide a robust infrastructure that can handle specialized and intensive computational tasks, facilitating smooth and efficient research processes.

Key research technology resources:

- Capital Area Advanced Research & Education Network (CAAREN): CAAREN is the capital area's Internet2 member network, providing regional access to Internet2, secure and scalable cloud solutions, and high-performance research computing for world-class research, education, and knowledge sharing.
- Globus: provides a secure, unified interface to your research data. Use Globus to 'fire and forget' high-performance data transfers between systems within and across organizations.
- High-Performance Computing (HPC): provides a variety of high-performance computing (HPC) clusters, to support computationally intensive research computing.
- REDCaP: is a secure web application designed for building and managing online surveys and databases and offers advanced functionality and rapid project development.
- Research Cloud: offers self-service access to AWS-based cloud resources, allowing researchers to deploy and manage their own infrastructure, labs, and environments.
- Research Storage (NAS): is a storage platform that enhances collaboration by allowing multiple users to access and work on data simultaneously, while also providing robust backups and redundancy to prevent data loss.

Backup and Recovery of Data

Performing regular back-ups is crucial to protecting your information from data loss. To back up data, simply save copies of your important files, e-mails and folders. All portable data files stored on drives, disks and mobile laptops that include health data or other sensitive information should also be encrypted and password-protected at all times.

- Data Protection Guide
- Data Classification and Protection

5.2.2 GW Email and Calendar

All faculty members are provided with a GW email and calendar account. The GWMail electronic mail system exists to support the university's academic mission and assist in its administrative operations. The Acceptable Use of IT Resources Policy governs usage of all IT resources, including the GWMail system, to help ensure that it serves these purposes effectively. Authorized Users acknowledge that the University has the right to access accounts and electronic information under certain circumstances, in accordance

with the University Access to Account and Electronic Information Policy. Additional information on personal use of University resources, including GW IT Resources, can be found in the Personal Use of University Resources Policy.

5.2.3 Faculty Computers

The Faculty and Staff Workstation Initiative is a centrally-planned and funded program that provides a primary computing device and standard peripherals (e.g., monitor, docking station, and webcam) if needed to benefits-eligible faculty and staff members to perform their teaching, research, and daily job functions.

5.2.4 Academic Technologies (AT)

GW IT staff work with faculty members to identify, develop, and support technologies that can enrich teaching, learning and research at GW, both in the classroom and beyond. These include computer labs, electronic teaching devices, and media capture technologies. **See Section 3.9,** "Tools and Services for Faculty."

5.2.5 Academic Databases

The GW Libraries maintain access to many academic databases. To request access to or help with searching a database, contact a reference librarian. A reference librarian can provide assistance in gaining access to national datasets needed for research purposes. The library is also able to assist a faculty member to develop the required protocol for preserving research datasets created in the process of doing funded research as mandated by federal guidelines.

Section 6: Institutional Documents

6.1 University Charter

George Washington University was chartered in 1821 as the Columbian College by an Act of the US Congress to establish a college in the District of Columbia.

6.2 Faculty Organization Plan

Further information concerning this document, or amendments thereto, may be obtained from the Faculty Senate Office: *facultysenate@gwu.edu*.

6.3 Faculty Code

Further information concerning this document, or amendments thereto, may be obtained from the Faculty Senate Office: *facultysenate@gwu.edu*.

6.4 Statement of Ethical Principles

GW strives to create a positive and ethical environment and maintain the confidence of local, national, and global communities. The university's ethical culture has a profound effect on the experience of the GW community. For the university to maintain the desired ethical culture and public confidence, all persons acting on behalf of the university should maintain the highest level of ethics in all of their actions and must comply with university

policies as well as applicable laws and regulations. This Code of Ethical Conduct ("Code") presents the standards of ethical conduct applicable to all persons acting on the university's behalf. The Code should be used as a general guide in making ethical decisions in all situations, including those where the "right" answer is not always clear.

This Code aligns with and complements GW's Values. GW's Values serve as a guiding force, shaping our everyday lives on campus and helping to ensure that we make decisions in the best interest of our university community. The components of the Code of Ethical Conduct are a reflection of GW's long-standing commitment to upholding the highest ethical standards and compliance in all our professional and academic conduct. These standards of ethical conduct are also incorporated into other codes of conduct and policies and procedures of the university. Additionally, as overreaching documents, other codes of conduct may be applicable to more than one ethical standard. These policies are created and maintained with the purpose of encouraging a culture of ethical, professional, and lawful behavior and social responsibility. They serve to uphold GW's values and mission while protecting its people and reputation. Examples of key relevant policies that incorporate the ethical standards outlined in this Code are highlighted below. A list of all policies can be found on the Office of Ethics, Compliance, and Risk policy page.

Integrity and Respect
Both the Code and the GW Values emphasize the components of integrity and respect as they are central to the desired GW culture and environment. The GW community is diverse in visible and non-visible ways. The personal actions of each community member should establish and maintain the culture of acceptance and respect for which we strive. The university is committed to equal access, free inquiry, free expression, and the vigorous discussion and debate on which the advancement of its educational mission depends. At the same time, all persons acting on behalf of the university should respect the rights and dignity of others regardless of their differences, and must conscientiously comply with non-discrimination and non-retaliation laws as well as university policies.

Responsibility and Accountability
All persons acting on behalf of the university should assume and exercise responsibility appropriate to their positions and roles. We are accountable to each other, to the university, and to ourselves for our actions and our decisions. When roles or responsibilities are unclear, we should seek clarity from leadership. We should exercise sound professional judgment in the performance of our responsibilities.

Absence of Conflicts of Interest and Commitment
All persons acting on behalf of the university hold positions of trust and should conduct their activities accordingly. We must avoid activities that impair or appear to impair the ability to perform our duties or affect independence and objectivity of judgment in the discharge of our responsibilities to the university. Individuals should avoid potential conflicts of interest or commitment, whether of a financial, personal, or professional nature. Outside professional activities, potential conflicts of interest and potential conflicts

of commitment must be disclosed, reviewed, and appropriately managed or eliminated in accordance with the reporting and other provisions of applicable university policies.

Absence of Harassment and Abuse of Power
The university supports an environment in which harassment of others is not tolerated. No persons acting on behalf of the university may use positions of authority to violate or to pressure others to violate laws, regulations, or university policies.

Stewardship of University Resources
As stewards of university resources, all persons acting on behalf of the university have a responsibility to ensure that all university resources are used prudently, ethically, and for their designated or contractual purposes. University resources include financial resources, physical property, and confidential, regulated, proprietary, and personal information.

We have a responsibility to treat university property with care, and to expend funds prudently. We should avoid waste and improper use, and should not use tangible or intangible university assets, funds, property, or facilities for our personal benefit or for the benefit of a non-university organization without proper approval.

Our acts should reflect the recognition of a special obligation to use university property responsibly and consistent with the tax-exempt status conferred on the university in light of its educational, research, and service missions.

Those with access to confidential, proprietary, regulated, or personal information must not make unauthorized use or inappropriately disclose this information.

Compliance, Reporting, and Investigations
All persons acting on behalf of the university are expected to comply with university, school, and departmental codes, policies, and procedures as well as applicable laws and regulations. Violations of such may result in corrective or disciplinary action.

If you have a good-faith reason to believe noncompliance has occurred, you are responsible for reporting that noncompliance as soon as possible to an appropriate university authority. Normally, such reports should be made to the appropriate supervisor or management within your unit. Alternatively, you may report concerns about potential violations through the EthicsPoint hotline. Information on the hotline can be found on the Office of Ethics, Compliance, and Risk reporting page. Reports may be made anonymously, although doing so may impact the university's ability to address the concern. Reporting is also available directly to senior university administrators and to the Office of Human Resources Management and Development. Confidentiality of individuals reporting suspected violations will be maintained to the extent possible.

Retaliation against members of the university community who make good faith reports regarding suspected violations of applicable laws, regulations, or university policies is

prohibited. Reports of noncompliance will be reviewed in accordance with applicable policies and procedures. All persons are expected to cooperate and be truthful in investigations. Reasonable efforts will be made to complete investigations expeditiously yet thoroughly.

6.5 GW Policies

Policies at GW are created and maintained with the purpose of encouraging a culture of ethical, social, professional, and legal behavior and responsibility. Policies serve to uphold GW's values and mission while protecting its people and reputation. A University Policy connects the university's mission to the everyday actions of its community and clarifies the institution's expectations of its individual members.

Members of the GW community are responsible for adhering to and acting in accordance with university policies. Noncompliance with university policies may result in disciplinary action up to and including termination or dismissal. Unit-specific consequences for policy noncompliance are outlined in policies, if applicable. As an employer, the university reserves the right to determine the applicability of policies and also reserves the right to change policies, procedures, and guidance at any time.

6.6 Acceptable Use of IT Resources Policy

GW provides Information Technology Resources to its community members to promote and advance teaching, learning, research, and to provide related administrative and operational support. Authorized Users are expected to be good stewards of GW IT Resources and to act in a responsible manner. This policy establishes the acceptable use of GW IT Resources in furtherance of its academic, research, and operational missions.

6.7 Office of Conflict Education and Student Accountability

Conflict Education & Student Accountability (CESA, formerly known as Student Rights & Responsibilities) engages across GW to foster equitable and restorative accountability to community standards. We do this through promoting individual rights and communal responsibilities, supporting community members to identify and repair harm, and growing community capacity for conflict management.

Code of Student Conduct

The Code of Student Conduct is the primary document governing non-academic student behavior. It defines prohibited conduct for students and student organizations and sets up a conduct system to address reported violations and preserve student rights.

6.8 Policy on Outside Interests, Relationships, and Professional Activities

See Section 2.6.2, “Consulting and Other Outside Interests, Relationships, and Professional Activities.”

Section 7: University Services and General Resources

7.1 Academic Technologies

See Section 5.2.4, "Academic Technologies."

7.2 GW Alumni Association and the Office of Alumni Relations

The GW Alumni Association (GWAA) and the Office of Alumni Relations lead the university's efforts to strengthen and promote an invested alumni community that inspires lifelong loyalty and advances GW.

GWAA engages more than 310,000 alumni located around the world by offering tools to **connect and network**, developing **benefits and services**, creating **programs and events**, providing opportunities to **volunteer** and **give**, and sharing **news and information**.

7.3 Athletics and Recreation

GW's Department of Athletics actively engages students, the campus community, alumni, and fans through the spirit of healthy living and competition. The university community and its neighbors can get involved in GW Athletics through a variety of programs.

Varsity Sports

The university's athletics program has 20 varsity teams. Season and individual tickets are available for men's and women's basketball, baseball, volleyball, and gymnastics. Purchase tickets online at Ticket Central or by calling the Smith Center Box Office at 202-994-7325. All other sporting events, including fall and spring sports played at the Charles E. Smith Center and Mount Vernon Athletics Complex are free and open to all.

Campus Recreation

GW's Office of Campus Recreation actively offers various program to promote the health and fitness of GW students and our Lerner Health and Wellness Center members.

Club and Intramural Sports

Club and intramural sports allow students to reap the health and wellness benefits of athletic competition (not to mention the fun).

Club Sports

Club Sports are registered student organizations established by students who are motivated by a common interest to participate in a specific sport. Club Sports are formed to provide an opportunity for members to learn new skills, engage in competition or enjoy recreational activities. They also offer opportunities for informal participation in accordance with the educational objectives of the George Washington University.

Teams

GW offers a variety of men's, women's, and co-ed Club Sports teams which are open to all students. Some clubs even accept faculty and staff as members.

Intramurals

Intramural sports offer students opportunities to meet new people with similar interests as well as compete against each other in a fun, safe environment. GW IM offer sports including indoor soccer, basketball, volleyball, wiffleball, and flag football, just to name a few.

Spirit Programs

The GW Spirit Program includes spirit groups that are themselves opportunities for athleticism, such as the nationally competitive co-ed Cheer Team, First Ladies Dance Team, the GW pep band Foghorns, and the GW mascot George. Committed to entertaining Revolutionary fans and promoting GW athletics, the Spirit Program welcomes everyone to share in the spirit of GW!

Athletic Facilities

Tucker Field at Barcroft Park

4200 South Four Mile Run Drive, Arlington, VA

GW's baseball team plays its home games at Tucker Field at Barcroft Park in Arlington, VA. Barcroft Park features a FieldTurf playing surface, expanded grandstand-style seating, covered dugouts, bullpens, batting cages, press box, concession stands, restrooms, entry plaza, and expanded parking.

Charles E. Smith Center

Foggy Bottom Campus

The Charles E. Smith Center houses the majority of GW's intercollegiate varsity sports. Men's and women's basketball, volleyball, gymnastics, men's and women's swimming and diving, and men's and water polo play all of their home games at the Smith Center. In addition to hosting varsity athletics, the Smith Center offers practice space for club sports, classroom space for Exercise Science classes, and office space for the Department of Athletics. The Smith Center also hosts major events and concerts.

Mount Vernon Athletic Complex

Mount Vernon Campus

The Mount Vernon Athletics Facility is home to GW's soccer, lacrosse, tennis and softball teams. The facility includes a synthetic turf surface for soccer and lacrosse, a softball diamond, an outdoor pool, and tennis courts. It is used for intercollegiate team practices and competitions, student club team practices and competitions, intramural and recreational activities, as well as occasional university and other special events.

Camps and Clinics

GW offers youth camps and clinics in sports such as basketball, baseball, softball soccer, lacrosse, and rowing.

7.4 ATMs

Automatic Teller Machines (ATMs) are located in the lobby of the Academic Center (801 22nd Street, N.W.) and throughout Foggy Bottom.

7.5 GW Campus Store

The GW Campus Store is located at 2125 I Street, NW. In addition to books, computers, and textbooks, the campus store carries a variety of university merchandise, including clothing and souvenir items. The store also stocks works authored by GW faculty as well as a range of school, office, and personal supplies. University employees receive a discount on selected items, not including textbooks. Call or visit the campus store for details on employee discounts and hours of operation at 202-992-6566.

Textbook Adoption (see Section 2.6.3.6)

7.6 Student Services

See Section 3.22, "Student Services."

7.7 Commuting

Bicycling

Bikesharing

Capital Bikeshare offers bicycle rentals by the half-hour or the day. Several racks are available near campus. Riders are responsible for providing helmets.

Bicycle Parking

The university offers nearly 700 bike parking spaces on campus. The university is not responsible for bicycles that may be damaged or stolen while parked in any campus area.

Carpooling

A carpool is an arrangement among a group of automobile owners by which each owner, in turn, drives the other to and from a designated place, in this case, work at GW. In order to receive GW's carpool incentive, two or more benefit-eligible GW employees must be signed up for the program. Carpoolers must ride together for at least 50% of the days you commute and both of you must be in the car for half of your commute. Parking fees will be paid via payroll deduction and the fee will be divided equally amongst the registered carpoolers.

Carsharing

Zipcar is a carsharing service that permits hourly or daily car rental. Fuel, insurance and Zipcar-only parking are included in the rental rates. Faculty, staff, and students over the age of 18 can join Zipcar at a discounted rate.

Electric Vehicle Charging Stations

GW has installed electric vehicle charging stations in the Academic Center, Law Learning Center/G Street Garage and Science and Engineering Hall Parking Garages. Learn more about the ChargePoint Network or email sustaingw@gwu.edu if you have questions about the on-campus stations.

Guaranteed Ride Home

Guaranteed Ride Home (GRH) provides commuters who regularly (twice a week) carpool, vanpool, bike, walk, or take transit to work with a free and reliable ride home when unexpected emergencies arise. Commuters may use GRH up to six times per year to get home for emergencies such as personal illness, a sick child, or unscheduled overtime. Register online at Commuter Connections. For questions, call GRH at 1-800-745-RIDE (7433).

Metrorail and Metrobus

The Foggy Bottom Campus is accessible by both Metrorail and Metrobus. Located on the Blue, Orange, and Silver lines of Metrorail, the campus is served by the Foggy Bottom/GWU Metro Station. The Farragut West Station (Blue/Orange/Silver line) may be closer to some buildings on the eastern side of campus. Several Metrobus routes also travel through the university area. A trip planner is available on Metro's Web site, as is accessibility information for persons with disabilities.

SmarTrip

A SmarTrip card is a permanent, rechargeable card used to pay Metrorail and local bus system fares.

How to use SmarTrip

- **Plastic cards** – tap your SmarTrip card to the circular targets on a rail fare gate, bus fare box, or Metro-owned parking garage target. Learn more.
- **Mobile Pay** – hold your mobile device above the reader at a rail fare gate, bus fare box, or Metro-owned parking garage target. Learn more.

Where is SmarTrip accepted?

It is accepted at all Metrorail stations in DC, Maryland, and Virginia, all Metro parking garages and lots, all Metrobus routes. It is also accepted at local bus systems in DC, Maryland, and Virginia — including ART, DASH, Fairfax Connector, Cue, RideON, TheBus, Circulator, Loudoun County Transit, and OmniRide.

Getting a SmarTrip Card

Information for employees who do not have a card and are enrolling in the program for the first time can be found at SmartBenefits. You may also use one you presently own or purchase one directly from Metro.

Using and Registering a SmarTrip Card to Participate in SmartBenefits

Employees can begin using a SmarTrip card before any payroll deductions are taken

for GW's Smart Benefits program by adding money to the SmarTrip card. In order to participate in SmartBenefits, an employee's SmarTrip card must be registered through Metro. Allow 48 hours for the registration process.

SmartBenefits

SmartBenefits allows benefit-eligible employees to set aside pre-tax dollars each month through payroll deduction for transit and parking. Deductions are taken one month in advance and credited to an employee's SmarTrip card, which may be used to pay for Metrorail, Metrobus, and Metro parking.

Parking Services

GW offers parking for faculty, staff, students, and visitors at its Foggy Bottom, Mount Vernon, and Virginia Science and Technology campuses. Parking locations, rates and procedures are available at GW Business Services Parking.

Off-Campus and Occasional On-Campus Parking

The university offers all benefit eligible employees a pre-tax deduction for parking expenses up to the IRS limit of $315 per month.

If you participate in SmarTrip parking and the Commuter Parking Benefit Program at the same time, your total monthly contributions cannot exceed the IRS maximum limit. It is the participant's responsibility to ensure any contributions to more than one plan do not exceed the current IRS monthly limits. Additionally, enrollment in the University's on-campus parking program makes you ineligible to participate in the Commuter Parking Benefit Program.

Campus Shuttles

GW Shuttles provides a fixed route transportation service between our three campuses. These shuttles provide a convenient means for students, faculty, staff and the GW community to travel between the Foggy Bottom, the Mount Vernon and the Virginia Science and Technology campuses. Riders will be required to show their GWorld card upon boarding in order to utilize the GW shuttle services.

- *Mount Vernon Express (VEX)*
- *VSTC Express*
- *Innovation Center Metro Shuttle*

7.8 Computer Supplies and Equipment

Faculty and staff can purchase Apple and Dell computers at academic pricing (discounted rates) at the GW Campus Store. GW Campus Store also offers an Apple repair Center.

7.9 GW Giving

The Division of Development & Alumni Relations connects the passions of our alumni and supporters with the aspirations of our students and faculty to ensure GW continues to do

great things.

A credo of our namesake, 'Deeds not Words' symbolizes the goal of the division in providing the resources necessary to allow GW students, faculty, and staff to achieve their highest aspirations, while delivering to our donors the best return on their investment.

Every gift, every year, no matter the size, means a great deal to GW students and faculty. An investment in GW is an investment in the future.

Ways to Give
GW is a 501(c)(3) nonprofit, Tax ID# 53-0196584. As of May 1, 2016, Charity Navigator will no longer provide ratings for primarily tuition-based private schools, colleges, and universities, but prior to that date, GW earned Charity Navigator's highest (four-star) rating.

We encourage you to make a gift to the area of GW that is most meaningful to you. Choose the method that's right for you to make a tax-deductible contribution.

- Credit Card or Check
- Payroll deduction (GW Faculty and Staff)
- Stocks and Securities
- Planned Gifts
- Real Estate
- Gifts-in-Kind
- Employer Matching Gifts
- Endowed Gifts

7.10 E-Cycling

Electronic materials may contain hazardous metals (e.g., lead in monitors and televisions) that could leach out of a landfill into the surrounding ground water if the material is not disposed of properly. For this reason, GW collects these materials and returns them to an appropriate vendor for disassembly and reuse of various parts.

The most common electronic items to be e-cycled include, but are not limited to, PCs and related peripherals, telephones (desk, wall, and cell), fax machines, and televisions.

E-Surplus
Offices with electronic materials that are no longer needed should follow the steps on the Sustainable GW website for proper disposal.

Toner Cartridges, Electronic Equipment and Batteries

- GW provides e-cycling towers where students, faculty, and staff can deposit batteries, small ink print cartridges, cell phones, and CFL bulbs at locations found here.

- Printer and copier toner cartridges should be returned to the manufacturer for recycling in the original packing, where possible.

If returning it directly to the manufacturer is not possible, submit a Fix-It request online to request pick-up.

Electronic Equipment Recycling Policy

7.11 Emergency Preparedness

See Section 2.6.3.12 and Section 3.7

7.12 Events and Venues

By implementing, supporting, and producing exceptional events, the Department of Events & Venues works to collaborate with the GW community and external partners to create meaningful and memorable experiences. We facilitate the exchange of ideas by providing professional service and support that builds affinity, community and pride for the University.

To request a space or for more information, please contact the Events and Venues Team at 202-994-7470 or venues@gwu.edu. Venue descriptions can be viewed and space requests can be submitted at Events & Venues.

Events

Each year, University Events coordinates or contributes to approximately 100 events that range in size from 25 people to 25,000 people. These events, many of which are hosted by the president of the university, serve the entire GW Community—students, faculty, staff, alumni and friends. The University Events Team is responsible for executing annual traditions such as Convocation, Commencement, University celebrations, Presidential Distinguished Speaker Series, commemorations and special events.

7.13 Media Relations

GW Experts

GW maintains a searchable database of GW Experts for the benefit of the news media. To be added to or update existing information in the database, please contact gwmedia@gwu.edu or 202-994-6460.

Social Media

The Office of Communications and Marketing oversees social media strategy for the university and runs GW's main accounts, as well as those affiliated with GW schools and administrative offices.

GW Today

GW Today is the university's primary source of news and information. View up-to-date

information about GW and subscribe to twice weekly emails at *GW Today*.

Communications and Marketing

The Office of Communications and Marketing's team members design websites and print publications, shoot photos and videos, write news and feature stories, edit content, provide strategic communications direction, oversee the university's primary social media accounts, promote the university and its experts in the media and in advertising, advance the university's sports teams and more. Additionally, the Office of Communications and Marketing provides a variety of resources, including visual identity standards and guidelines, an extensive photo library, an editorial style guide and assistance for news media, to help promote the university and enable partners across the university accomplish their goals.

Media Relations

Members of the media are encouraged to contact GW Media Relations for up-to-date information about the university. If faculty members are contacted directly by the media, they should consult the GW Media Policy for guidance.

Events Calendar

The GW Events Calendar serves a central resource for information about events at the university. GW schools, departments, and organizations contribute to the calendar on an ongoing basis. If interested in posting events on the calendar, please submit a request through the event submission form.

7.14 Facilities Planning, Construction, and Management

Facilities Planning, Construction, and Management (FPCM) builds, manages and maintains GW's property and grounds on all three of GW's campuses. FPCM efforts vary from construction management to recycling/waste management and many things in between, with an overall goal of ensuring that the GW community (students, faculty, and staff) live and work in a clean and enjoyable environment. FiXit is the work request system and requested services include: Housekeeping, Trash Removal and Recycling, Heating and Cooling, Maintenance, and Pest Control. Anyone can submit routine requests for standard maintenance in any building on any of the three campuses without being charged. Completion times may vary during periods of increased request volume.

Emergency Maintenance

A facilities emergency is a problem that jeopardizes a person's safety, causes damage or loss of property or significantly disrupts regular university activities. Examples include active water leaks, power loss, broken door or lock and elevator outages. Call: 202-994-6706, Option 2; 24 hours a day, 7 days a week.

Routine Requests

To report routine maintenance issues, submit a FiXit ticket.

Chargeable Requests

Requests outside of standard maintenance and operations of buildings are chargeable, such as moving or out-of-cycle painting. Faculty should work with department FiXit Power Users to submit chargeable requests.

- *Event* - Support services provided before, during, or after an event, Firewatch, special housekeeping services (i.e., shampoo, carpet, deep cleans, etc.), after-hours HVAC event requests.
- *Install & Estimates* - Any carpentry, electrical, or plumbing installations. Painting requests, carpet and flooring replacement. Any requests for estimates.
- *Lock and Key* - New or additional key cuts, install new or change existing cores.
- *Move* - Moving services, request for boxes, minor moves, pick up of surplus furniture for reuse.
- *Signage* - Nameplate insert, cubicle/office signage.

7.15 Faculty Computers

See Section 2.7, "Faculty Workstation Initiative."

7.16 GW Employee Assistance Program

See Section 2.5.5, "GW Employee Assistance Program."

7.17 Graduate Student Support

The Office of Graduate Student Assistantships and Fellowships (OGSAF) provides general information on fellowship opportunities for graduate students at the George Washington University on the Foggy Bottom campus. These opportunities include special internal competitions as well as national fellowships such as Boren, Fulbright and NSF Graduate Research Fellowships. The OGSAF oversees all graduate, non-sponsored project funding and directly administers special programs and centrally managed endowment fellowships. The OGSAF offers informational meetings on national and internal competitions and funding opportunities for graduate and PhD students, as well as special assistance on aspects of the application process such as essay writing and interviewing. The Office also oversees GW's Graduate Teaching Assistantship Program (GTAP).

7.18 GW Mobile App

Access key GW services from your web-enabled mobile device using the GW Mobile app developed by Academic Technologies. Tap into the campus wherever you go with the official GW iPhone and Android apps. myGW provides access to many GW systems, GWeb and Gmail, as well as role-based, personalized resources like Student Accounts or HR systems.

7.19 GWorld Card

The GWorld Card is the official identification card of GW. It provides access to campus buildings and facilities, such as residence halls, academic buildings, libraries, and the Lerner Health and Wellness Center. It can also offer access to campus events. Faculty

and staff can add funds (online or at campus kiosks) to their GWorld cards for purchases on campus, including occasional parking and dining services. The GWorld Card Office is located in Colonial Central (University Student Center, Ground Floor).

7.20 Information Technology

GW Information Technology (GW IT) is the chief provider of technology infrastructure, services, and applications at the George Washington University. We partner with stakeholders across GW to equip students, staff, and faculty with the technology know-how and tools necessary to achieve academic excellence.

GW IT Support

GW IT offers a range of support options for the GW community. Assistance is available in person at one of the Walk-in-Support Centers, by phone from a mobile device, or via one of the classroom phones for in class support. For those who prefer self-service, one can visit the Knowledge Base.

Telephone:	202-994-GWIT (4948)
Email:	ithelp@gwu.edu
Live chat support and ticket submission:	http://it.gwu.edu/support

7.21 International Services Office

See Section 3.22, "Student Services."

7.22 Lerner Health and Wellness Center

Located at 23rd & G Streets, the 189,000 square foot Lerner Health and Wellness Center (LHWC) is available to Faculty, Staff, Students, Alumni and Community Affiliates. LHWC features a 10,000 sq. foot fitness center with a variety of cardio and strength training equipment, featuring an expansive bank of flat panel TVs. Our upper levels include two large gymnasia with a suspended track and four courts for drop-in recreation and scheduled events including basketball, volleyball, badminton, and Intramural Sports. A large multipurpose room for group fitness, dance, and sport conditioning is located on the 2nd level. On the lower levels, there is a three-lane lap pool, one multipurpose court, full locker rooms, an equipment rental desk, and weight room.

Faculty and staff can purchase a general membership for access to the facility and general locker rooms or can upgrade to a President's Club membership for a personal locker in the President's Club that holds amenities such as, a private steam room, sauna, showers, bathrooms, and a laundry service.

Faculty and staff can sign up for payroll deductions or purchase a membership online through their University SSO via DSE (https://gwu.dserec.com/online/dashboard).

Additional Athletic Facilities

Mount Vernon Athletic Complex

The following facilities are located on the Mount Vernon Campus:

- GW Lloyd Gym

- Mount Vernon Campus Pool
- GW Tennis Center

7.23 Mail Operations

The goal of GW Mail and Package Services (MPS) is to provide the university community with timely and accurate handling, distribution and processing of all mail and packages. MPS' main location is located in the lower level of the GW Support Building (2025 F Street, NW).

Foggy Bottom Campus
Phone: (202) 994-6725
Email: gwmailsv@gwu.edu
Location: Support Building, Suite L-101 2025 F Street, NW Washington, DC 20052
Hours of Operation:
9:00 a.m. – 6:00 p.m. Monday - Friday
10:00 a.m. - 2:00 p.m. Saturday
Closed Sunday

Mount Vernon Campus
Phone: (202) 242-6660
Email: gwmailmvc@gwu.edu
Location: Receiving/Mail Services: West Hall, Suite B-114A - Student Package Services: Mt. Vernon Garage, adjacent to West Hall
Hours of Operation:
10:00 a.m. - 6:00 p.m. Monday - Friday
10:00 a.m. - 2:00 p.m. Saturday
Closed Sunday

Virginia Science and Technology Campus
Phone: (571) 553-3563
Email: gwmailvstc@gwu.edu
Location: Enterprise Hall, Room B84, 44983 Knoll Square, Ashburn, VA 20147
Hours of Operation:
8:00 a.m. - 4:00 p.m. Monday - Friday Mailroom Hours Only
Closed Saturday & Sunday

7.24 University Student Center

The University Student Center (USC) located at 800 21st Street, NW, is the main hub of the GW's Foggy Bottom campus. From study rooms to meeting spaces, large ballrooms and theaters, the USC offers a variety of spaces for students to study, work, and socialize.

The USC is supported by a team of full-time professional staff to tend to the needs and care of the students, faculty, staff, and community members who use this university center. For questions or concerns contact studentcenter@gwu.edu.

7.25 Notary Public Service

Notary public services are available at 2013 H Street, NW, 3rd Floor, Washington, DC. Use this link to schedule an appointment.

7.26 Office Supplies and Equipment

Office supply and equipment orders should be placed according to the academic department's administrative office policy. Supplies can be ordered through iBuy, GW's online procurement system. Through iBuy, departments can order from preferred vendors at discounted rates, such as Staples, CDW-G, Apple, and Dell.

7.27 Parking Services

(See Section 7.7, "Commuting.")

7.28 Payroll

The Payroll Office is located on the Virginia Campus; however, Foggy Bottom Campus employees can contact Payroll for assistance with payroll-related questions.

Virginia Campus Payroll Office
44983 Knoll Square, Suite 391
Ashburn, VA 20147
571-553-4277
payroll@gwu.edu

7.29 Safety and Security

GW Safety is comprised of the Office of Emergency Management, the GW Police Department, the Office of Environmental Health and Safety, and the Office of Advocacy & Support. These units are tasked with promoting a safe campus and protecting our community. This effort requires involvement from all members of the university community, including faculty, staff, and students.

Phone Numbers:	**Emergency:**	**Non-Emergency:**
Foggy Bottom (GWPD)	202-994-6111	202-994-6110
Mount Vernon (GWPD)	202-242-6111	202-242-6110
VSTC (Loudoun County)	911	703-777-1021
Other Locations	911	
GW Information Line		202-994-5050
VSTC Information Line		571-553-8333

Other Important Phone Numbers	
Division of Student Affairs	202-994-6555
Emergency Maintenance	202-994-6706
GW Hospital	202-715-4000

GW Housing	202-994-2552
Information Technology	202-994-4948
Office of Emergency Management	202-994-4936
Office of Environmental Health and Safety	202-994-4347
Student Support and Family Engagement	202-994-2305
Sexual Assault Response Consultative Team (SARC)	202-994-7222
Student Health Service	202-994-5300
Counseling & Psychological Services	202-994-5300
University Operator	202-994-1000

Blue Light Phones

GWPD operates over thirty blue light phones on the Foggy Bottom and Mount Vernon campuses. There are also panic alarm buttons in stairwells and secluded areas of several university buildings and parking garages. If you need assistance, see something that is suspicious, or see someone else who needs assistance, you should activate a blue light phone and speak directly with the GWPD dispatcher. Once activated, a large blue strobe light flashes from the top of the phone tower and the GWPD dispatcher is notified immediately. A caller's location is immediately reported and officers are quickly dispatched. Additionally, the GW Mobile App allows you to see your location in relation to the blue light phones on campus. Download the app and look for blue light phones under the emergency menu.

Campus Advisories

This is the university's primary website used for communicating emergency preparedness and incident-related information to the GW community. You can visit this site for updates and changes in university status, adverse weather conditions, important issues concerning safety, and anything else that may disrupt normal operations.

GW Alert

The university notification system sends emergency alerts to e-mail addresses, cell phones (text messages), institutional IP desk and residence hall phones, social media and university web pages. Students, faculty, and staff should keep their contact information up to date by logging into the GW Alert Portal using your GW NetID and password.

Emergency Medical Response Group (EMeRG)

The Emergency Medical Response Group is an organization of student volunteers, who serve the GW community and surrounding neighborhood with entirely free medical evaluation, treatment, and transport. Since establishment in 1996, EMeRG has grown to own and operate two ambulances, a supervisor quick response vehicle, a fleet of bicycles equipped for EMS duties, and a diverse student staff of Nationally Registered EMTs. Volunteers devote countless hours of their time at GW to staffing our crews and providing service to students, faculty, staff, and our neighbors.

GW Safe Ride

GW Safe Ride provides a free and safe ride to/from Foggy Bottom Campus residence halls and academic buildings during late-night hours for students, faculty and staff who prefer not to walk alone. This safe ride service operates seven days a week (Sunday - Saturday) from 7 p.m. until 4 a.m. GW Safe Ride operates during the academic year except on designated university holidays. Students seeking transport for "convenience" or who would like to travel outside of the GW campus service area should use local transport services such as Metro, Uber, or Lyft.

GW Shuttles

GW Shuttles provides a fixed route transportation service between our three campuses. These shuttles provide a convenient means for students, faculty, staff and the GW community to travel between the Foggy Bottom, the Mount Vernon and the Virginia Science and Technology campuses. Riders will be required to show their GWorld card upon boarding in order to utilize the GW shuttle services.

Lost and Found

GW lost and found is located at the Support Building (2025 F Street NW, Suite 101).

- Items found anywhere on campus may be turned in to a Lost & Found location for safekeeping.
- There is a Lost & Found location on each of the three main Campuses.
- For the Foggy Bottom location, operational hours are from 9am-9pm, 7 days a week.
- There is an after-hours drop box for found property at the same location.

Lost & Found for the GW's Foggy Bottom Campus may be reached by emailing lostandfound@gwu.edu. During operational hours, a team member may be reached at 202-994-6706, Option 3.

Sexual Assault and Intimate Violence Helpline (SAIV Helpline)

Students and employees may obtain confidential crisis counseling and resource referrals related to sexual harassment, sexual assault, dating and domestic violence, and stalking through the SAIV helpline. The SAIV Helpline can be reached at (202) 994-7222. Information shared with SAIV is confidential and will not be disclosed to any third party without permission or unless required or permitted consistent with ethical or legal obligations.

GW Police Department

The George Washington Police Department (GWPD) provides residential hall security and patrol services to the Foggy Bottom and Mount Vernon campuses and oversees security at the VSTC campus. The Department also coordinates safety & security for a

variety of on-campus special events, including Commencement, Alumni & Families Weekend and visits by dignitaries. In addition to those roles and responsibilities, GWPD provides crime prevention education to the GW community.

R.A.D. Basic Physical Defense Training

GWPD provides an opportunity to develop and enhance self-defense options using the Rape Aggression Defense (R.A.D.) training model for women. The R.A.D. basic physical defense course for women focuses on techniques in self-defense, highlights awareness, prevention, risk reduction and avoidance. It includes lecture, discussion and hands-on physical self-defense techniques.

The R.A.D training course is a total of 9-hours, conducted over (3) days. Each session is (3) hours with breaks. This is a "women specific" training that will be gender specific to those that identify as women and is trans-inclusive. Classes for those that identify as men will be offered at a future date.

Threat Assessment Team

The Threat Assessment Team is a cross-functional team comprised of a variety of University offices that addresses concerns about threatening behavior that could result in violence directed towards the students, faculty, and staff of GW. The goal of the Threat Assessment Team is to evaluate behavior that individuals perceive as warning signs for future violent or self-destructive actions. The team can be rapidly convened in order to assess situations whenever they arise. Concerning and threatening behavior can occur in a variety of ways, and all threats should be taken seriously.

Call the Team if someone's actions, words, or writing makes you feel threatened or concerned in any way. A call to GWPD will activate the Team for imminent concerns, or you may report concerning behavior online for non-imminent concerns.

7.30 Smith Center

The Charles E. Smith Center, 600 22nd Street, NW, is an athletic and recreation center serving the university community. In addition to hosting varsity athletics and major events and concerts, the Smith Center houses practice space for club sports and office space for the Department of Athletics.

7.31 Sustainability

Making the GW campuses, the surrounding community, and the world more sustainable through the university's actions and the passion of its students, staff, and faculty is an ambitious aim. GW invites all stakeholders to join the university on its sustainability journey.

Sustainable GW Programs

- Eco Equity Challenge

- Green Office Network
- Eco-Reps
- GW Compost
- Green Move Out
- GroW Garden
- Reuse Market

7.32 Phone and Voice Services

Please refer to GW IT Phone and Voice Services for resources and support for phone and voice services. Additionally, you may contact ithelp@gwu.edu or 202-994-GWIT (4948).

7.33 Textbooks

See Section 2.6.3.6, "Textbook Adoption."

7.34 University Traditions

At GW, we know history. Founded in 1821 through an Act of Congress, we have fulfilled George Washington's vision of an institution in the nation's capital dedicated to educating and preparing future leaders. Our students have shaped and celebrated the quintessential moments that make the GW experience truly unique. Our traditions are rooted in history and will show you why you chose GW, from the first day you're here until the last.

Appendix: Faculty Handbook Revision Procedures

The Office of Faculty Affairs in the Provost's Office is responsible for maintaining the Faculty Handbook in consultation with the Faculty Senate. The Handbook should be verified for accuracy and revised periodically. Changes required for administrative or other reasons may be done in the interim on an ad hoc basis in consultation with the Faculty Senate.

1999 GW Faculty Handbook

2015 GW Faculty Handbook (recommended for approval on April 10, 2015 by a Resolution of the George Washington University Faculty Senate; approved for release to the faculty by Provost Steven R. Lerman on April 10, 2015).

2025 GW Faculty Handbook: updated through consultation with PEAF (Professional Ethics & Academic Freedom) and ASPP (Appointments, Salary & Promotion Policies) committees of the George Washington University Faculty Senate; approved for release to the faculty by Provost Christopher A. Bracey on May 30, 2025.