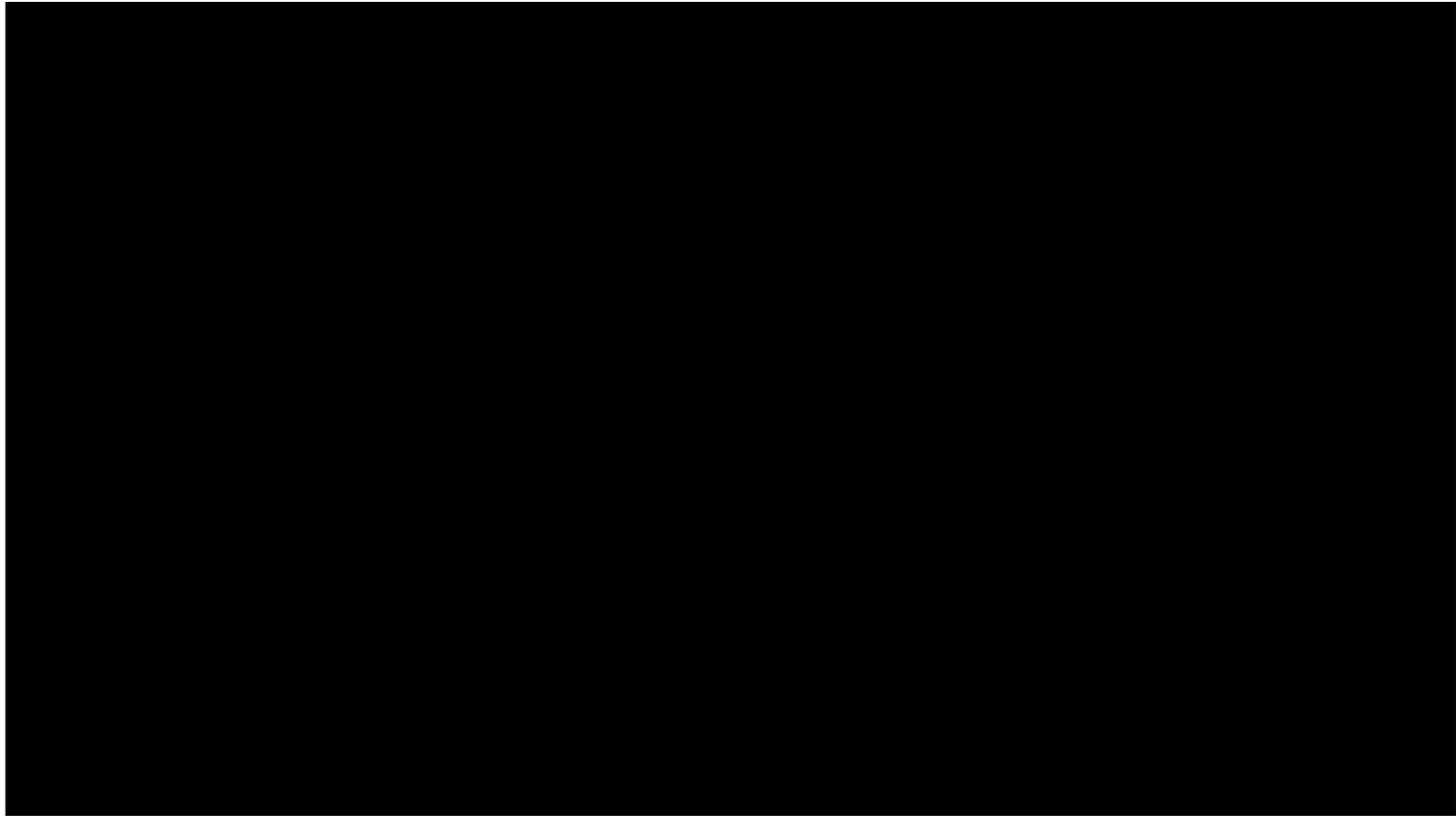




Faculty First Week 2022

NEW FACULTY AND TA ORIENTATION



BUILDING COMMUNITY AT SOUTHERN MISS



BUILDING COMMUNITY

ACADEMIC INTEGRITY POLICY AND PROCEDURES

Dr. Hugh Broome, Associate Director of CFD,
and Academic Integrity Officer

Faculty First Week 2022

NEW FACULTY ORIENTATION



WHAT WORD DESCRIBES YOUR EXPECTATIONS FOR STUDENTS REGARDING ACADEMIC INTEGRITY?

Slido.com Event Code: #USMAI2022

slido



What word describes your expectations for students regarding academic integrity?

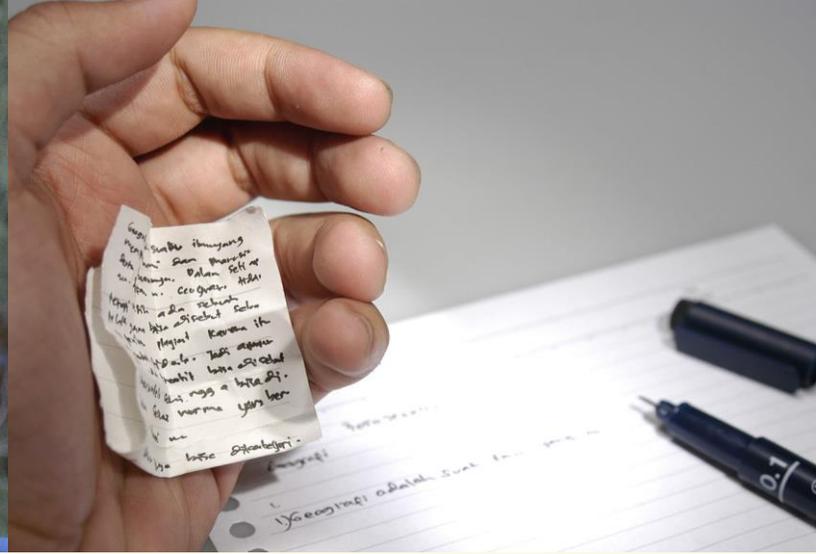
 Start presenting to display the poll results on this slide.



WHAT IS ACADEMIC DISHONESTY AT USM?



Academic misconduct involves deception to improve a grade, earn course credit, complete a degree or create an unfair academic advantage for oneself or disadvantage to another in the academic community.



EXAMPLES OF AI VIOLATIONS

- Cheating
- Plagiarism
- Inappropriate acquisition or provision of information (old exams, study guides or notes)
- Conspiracy to cheat or plagiarize
- Lying about academic work
- Stealing academic materials
- Unapproved multiple submissions or assignments
- Unapproved external assistance
- Identity fraud

MCHUMOR by T. McCracken



"What I called creative recycling,
the school called plagiarism."

© T. McCracken
www.mchumor.com



Smooth move.

ACADEMIC INTEGRITY
SMALL INVESTMENT. LIFETIME RETURNS.

A Message from **SHA** - The Student Honor Association

IMPLICATIONS OF ACADEMIC DISHONESTY

WHY DO STUDENTS CHEAT/PLAGIARIZE?

Discussion

ENVIRONMENTS THAT ARE CONDUCTIVE

An emphasis on performance

High stakes riding on the outcome

An extrinsic motivation for success

A low expectation of success

HOW TO REPORT

[Academic Integrity Maxient Reporting Link](#)

Violation Levels & Recommended Sanctions

Level I

A Level I violation typically involves a low-stakes assignment as defined by the instructor of record.

Examples of Level I violations include but are not limited to:

- Cheating that is not premeditated on a quiz
- Plagiarism of five sentences or fewer on a paper
- Signing an attendance roster for a student who is not in attendance

Level II

The Level II violation is more egregious than a Level I violation and may be defined as serious violations associating with summative assessments.

Examples of Level II violations include but are not limited to:

- Premeditated cheating on a test or major project or assignment
- Plagiarism of what the instructor considers to be substantial amounts of a paper or project or submitting a paper written by another
- Lying or falsification of data including forgery for the benefit of academic gain
- Contributing to or advertising for sites that

Level III

A Level III violation is specific to graduate students and undergraduate students in professional programs.

Violations include but are not limited to:

- Any Level II action
- Falsification of documentation for admission to a program or to secure funding
- Falsification of data related to research or creative works

AI FLOWCHART

- Reflects updated process including Faculty Resolution Form.



ACADEMIC INTEGRITY FLOWCHART

Violation of Academic Integrity detected. Instructor completes [Maxient reporting form](#). If instructor has resolved the sanction with the student to both parties' satisfaction, instructor also completes **Faculty Resolution Form** and submits it to the Academic Integrity Office.

Student outreach is initiated by AI Office. Student has 5 business days to respond to outreach. If proposed sanction is an F or XF grade in the course, a facilitator is required. If proposed sanction is less severe than a F or XF in the course, a facilitator is not required, but may be requested.

Student requests facilitation meeting with third party facilitator. AI Office coordinates meeting and sends Facilitation Resolution form to all parties. Facilitation takes place at agreed upon date and time.

Student denies request for facilitation meeting and accepts sanction for violation. AI Office saves supporting documentation to student file and closes Maxient case file.

Facilitation Resolution Form is completed by student, instructor, and facilitator. Next steps are explained by facilitator if applicable.

Instructor determines violation did not occur.

Student accepts responsibility & sanction.

Student accepts responsibility but not sanction.

Student denies violation.

If student chooses to appeal sanction, student must email AI office for next steps. Student will be asked to submit updated written statement and Appeal Initiation Form and return to the AI office within 5 business days. Instructor has 5 business from date of appeal to submit any additional evidence to AI Officer.

Board hearing is set by AI Officer. Hearing takes place at agreed upon date and time.

Board decides sanction is not appropriate OR a violation did not occur. AI Officer notifies instructor to re-calculate grade.

Board upholds sanction. If sanction is an XF, and student has no prior XFs, they may enroll in *UNV 300: Professionalism and Integrity* to have the X removed. Students can only remove one X during their academic career.



ACADEMIC INTEGRITY FLOWCHART

Violation of Academic Integrity detected. Instructor completes [Maxient reporting form](#). If instructor has resolved the sanction with the student to both parties' satisfaction, instructor also completes **Faculty Resolution Form** and submits it to the Academic Integrity Office.

Student outreach is initiated by AI Office. Student has 5 business days to respond to outreach. If proposed sanction is an F or XF grade in the course, a facilitator is required. If proposed sanction is less severe than a F or XF in the course, a facilitator is not required, but may be requested.

Student requests facilitation meeting with third party facilitator. AI Office coordinates meeting and sends Facilitation Resolution form to all parties. Facilitation takes place at agreed upon date and time.

Student denies request for facilitation meeting and accepts sanction for violation. AI Office saves supporting documentation to student file and closes Maxient case file.

AI FACILITATION PROCESS

Facilitation Resolution Form is completed by student, instructor, and facilitator. Next steps are explained by facilitator if applicable.

Instructor determines violation did not occur.

Student accepts responsibility & sanction.

Student accepts responsibility but not sanction.

Student denies violation.

If student chooses to appeal sanction, student must email AI office for next steps. Student will be asked to submit updated written statement and Appeal Initiation Form and return to the AI office within 5 business days. Instructor has 5 business from date of appeal to submit any additional evidence to AI Officer.

Board hearing is set by AI Officer. Hearing takes place at agreed upon date and time.

Board decides sanction is not appropriate OR a violation did not occur. AI Officer notifies instructor to re-calculate grade.

Board upholds sanction. If sanction is an XF, and student has no prior XFs, they may enroll in *UNV 300: Professionalism and Integrity* to have the X removed. Students can only remove one X during their academic career.

AI APPEAL PROCESS

CONTACT US

Email: integrity@usm.edu

Phone: 601-266-5995

Dr. Hugh Broome

Academic Integrity Office

Johnathan.broome@usm.edu



UNIVERSITY POLICE

Chief Rusty Keyes

Faculty First Week 2022

NEW FACULTY ORIENTATION



WHO WE ARE



- 41 sworn Law Enforcement Officers with full police authority working patrol, special operations, dignitary protection and K-9
- 7 campus safety staff to add to our eyes and ears.
- 6 state certified communications officers for our Enhanced-911 dispatch center
- We are the community, and the community is US.



UNIVERSITY POLICE



Provides primary police response to the entire USM community

HATTIESBURG CAMPUS, INCLUDING:

- ❖ POLYMER SCIENCE ACCELERATOR
- ❖ LAKE THOREAU BIOLOGICAL SCIENCES CENTER

GULF PARK CAMPUS

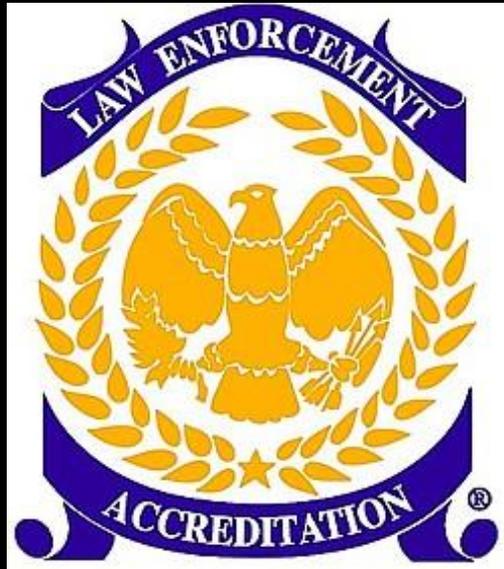
- ❖ MISSISSIPPI STATE PORT AT GULFPORT

GULF COAST RESEARCH LAB INCLUDING:

- ❖ CEDAR POINT RESEARCH SITE
- ❖ POINT CADET DOCKS
- ❖ HALSTEAD CAMPUS



THE COMMISSION ON ACCREDITATION FOR LAW ENFORCEMENT AGENCIES



- UPD is a national accredited law enforcement agency.
- UPD is one of two University Police Departments in Mississippi to have achieved national accreditation.
- UPD is one of a handful of law enforcement agencies in the state to have done so.



CALLS FOR SERVICE

Motorist Assists

- Unlocks
- Jumps
- Tire Changes

Medical Assistance





EAGLE ALERT

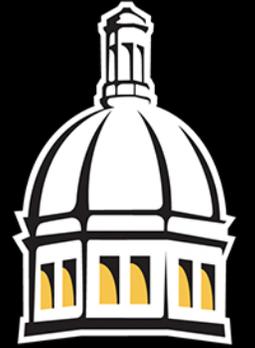
YOU CAN RECEIVE EAGLE ALERT UPDATES BY:

- * TEXT
- * PHONE
- * E-MAIL

AVAILABLE AT

[EAGLE ALERT: ENROLLMENT & LOGIN](#) | [UNIVERSITY POLICE DEPARTMENT](#) | [THE UNIVERSITY OF SOUTHERN MISSISSIPPI \(USM.EDU\)](#)

CODE BLUE PHONES



**WE HAVE 81 CODE BLUE PHONES
LOCATED ON THREE CAMPUSES**





ACTIVE SHOOTER TRAINING VIDEO

AVAILABLE AT [HTTP://WWW.USM.EDU/POLICE/VIDEO.HTML](http://www.usm.edu/police/video.html)

SHOTS FIRED ON CAMPUS

ENTER YOUR UNIVERSITY ID TO

SEE THIS PROTECTED CONTENT. UNIVERSITY ID





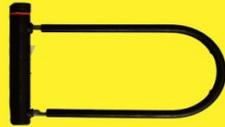
SECURING PERSONAL PROPERTY



Bicycle Security LOCK IT UP!



•1. Use a cut resistant lock.



•2. When Locking Bikes with quick release wheels secure front wheel with the rear wheel and frame to the bike rack.



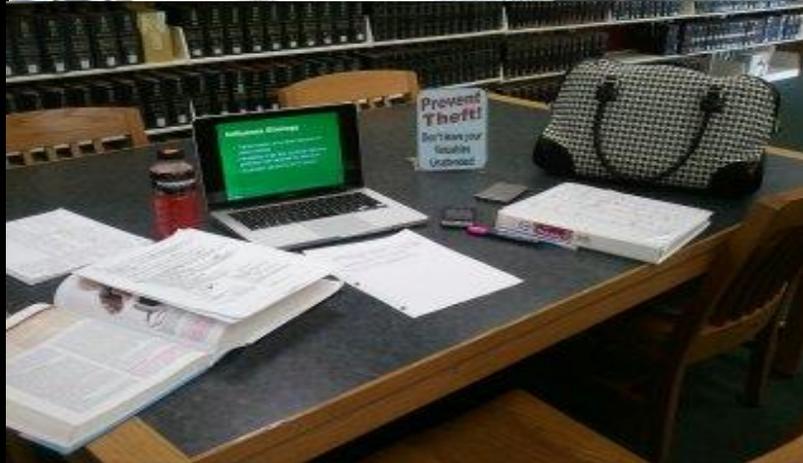
•3. Bikes without quick release wheels can be secured by placing the lock through the front wheel, frame and bike rack.



Additional Tips:

- Choose carefully when and how you park your bike.
- Check bike regularly.
- Report suspicious behavior.
- Register your bike with Parking Management.
- If you leave for a break, lock your bike in your dorm room.
- If you leave for the summer, take your bike home.

For more crime prevention tips go to
www.usm.edu/police





UNIVERSITY POLICE



We are committed to developing **healthy, connected** and **learning-focused** students and communities.



FOLLOW US

RUSTY KEYES

CHIEF OF POLICE

RUSTY.KEYES@USM.EDU

WHERE: BOND HALL FIRST FLOOR

TELEPHONE: 601-266-4986

WEBSITE: WWW.USM.EDU/POLICE

FACEBOOK: [USM POLICE DEPARTMENT](#)

TWITTER [@SOUTHERNMISSPD](#)

THANK YOU!



SOUTHERN MISS®

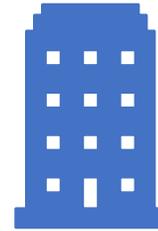
**UNIVERSITY POLICE
DEPARTMENT**

LEGAL MUST KNOWS

Office of General Counsel and Office of Compliance and Ethics

Faculty First Week 2022

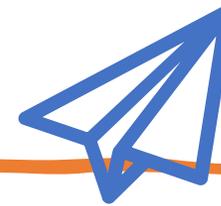
NEW FACULTY ORIENTATION



**Location: 5th floor of
International Building**



Phone: 601-266-4466



**Email:
generalcounsel@usm.edu**



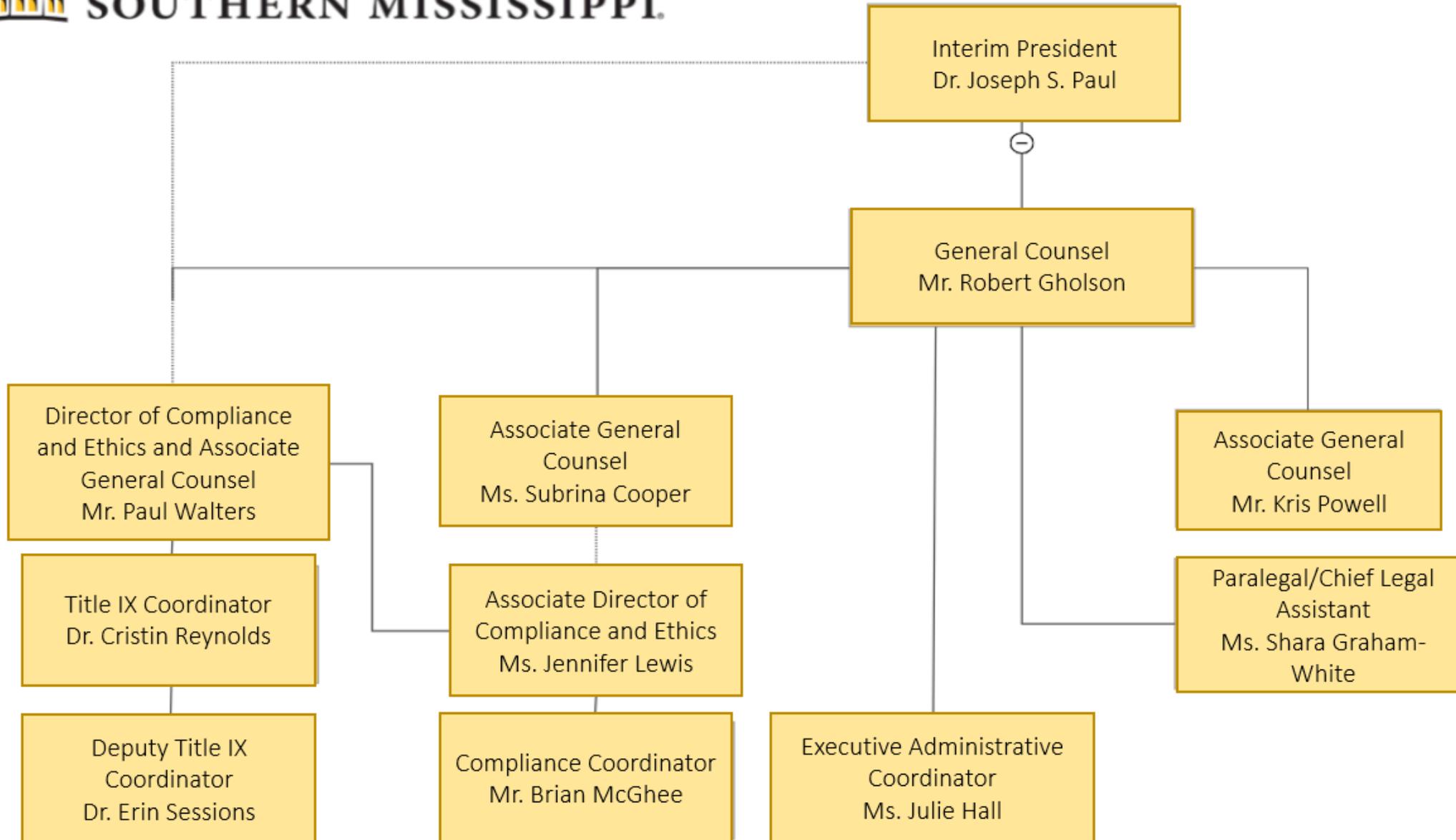
Our Services

- We provide the following services to our client, the University of Southern Mississippi by advising the President, University administrators, faculty and staff who are acting on behalf of the University on various issues to reach decisions that are in the best interest of the University, including, but not limited to:
 - Reviewing institutional contracts.
 - Providing training and guidance on legal issues.
 - Responding to subpoenas.
 - Managing litigation involving the University.

Remember, our office cannot provide legal services to University employees or students in their personal capacities.



OFFICE OF THE GENERAL COUNSEL





[USM Home](#) / [Office of General Counsel](#)

[Our Office](#)

[Title IX](#)

[Compliance and Ethics](#)

[Policies and Procedures](#)

[Legal Resources](#)

[Report a Concern](#)

[Contact Us](#)

[Office of General Counsel](#)

International Center (IC) 505

118 College Drive # 5079

Hattiesburg, MS 39406

Our Mission

The Office of General Counsel's mission is to provide timely and accurate legal advice and information to The University of Southern Mississippi including administrators, faculty and staff acting on behalf of the University on various issues to reach decisions that are in the best interest of the University. In doing so, we aid the University in avoiding or reducing exposure to legal risks. Additionally, we provide strong and responsible advocacy on all legal matters affecting the University by exercising professional competence, independent judgment, avoiding conflicts of interest or the appearance thereof, and maintaining the highest standards of ethical conduct.

[OUR OFFICE](#)

[OUR STAFF](#)

[RESOURCES AND REPORTING](#)

[REPORT A CONCERN](#)

[COURT PAPERS FAQ](#)



Court Papers FAQ

NOTICE: DO NOT RESPOND TO COURT PAPERS OR INQUIRIES WITHOUT FIRST CONSULTING THE OFFICE OF THE GENERAL COUNSEL.

-
- + **What is service of process?**

 - + **What are the different types of court papers I'm likely to encounter?**

 - + **Who can issue a subpoena? A summons?**

 - + **If a subpoena is issued, does it mean the University is being sued?**

 - + **How are court papers served?**

 - + **Who may receive a subpoena?**

 - + **If the court papers are directed to me, personally, can someone else receive them on my behalf?**

 - + **What should I do if I am served with court papers?**

 - + **Do I always need to consult OGC if I receive court papers?**

 - + **Do I have to turn over documents right away, or respond to questions from the process server?**



FAQs

— FREQUENTLY ASKED QUESTIONS

Contact Us

Office of General Counsel

International Center (IC) 505
118 College Drive # 5079
Hattiesburg, MS 39406

Hattiesburg Campus

Campus Map

Phone 
601.266.4466

The content on this site is for informational and educational purposes and does not constitute legal advice.

Who does the Office of General Counsel represent?

What type of legal services does the Office of General Counsel provide?

How can I contact the Office of General Counsel?

Can the Office of General Counsel represent or give legal advice to individual employees or students on non-university matters?

Can I hire a private attorney to handle a university matter?

What should I do if I am contacted by an outside attorney or investigator in connection with University business?

I have been served with a subpoena. What should I do?

I have been served with a lawsuit related to my university responsibilities. What should I do?

Will the university defend me if I am sued for something that I allegedly did or did not do while at work?

Do I have authority to sign a university contract, memorandum of understanding, lease, license or other agreement?

What happens if I sign a contract for which I did not have authority to sign?

Are the personal emails that I send and receive on my university computer private?

Can anyone obtain copies of my University email?

How can my University email be considered a "public record"?

I received a letter requesting University records under the Mississippi Public Records Act.

What should I do?

CONTRACTS



Contracts and Records

- Only designated individuals can enter into a contract on behalf of USM.
[See General Counsel FAQ page](#) for additional information.
 - If you sign it without proper authorization, then you are legally liable in your personal capacity.
- Three Major Contract Paths:
 - Procurement
 - Research
 - ORA
 - OTD
 - Academic
 - Clinical Training/Academic Affiliations
- Contracts Legal Questions-
 - email contracts.legal@usm.edu



Contracts and Records

- Check with Procurement to address contract issues.
 - If you need additional information beyond what Procurement provides, please check with us.
- If someone contacts you with a legal inquiry, immediately refer them to our office. (i.e. subpoena, summons, etc.)
 - Don't file lawsuits on behalf of University (e.g. small claims court)
- All emails sent or received via your @usm.edu email account are public records because we are a public institution; and there is no expectation of privacy.
 - Don't use personal email for University business.
 - It will still be a public record.
 - Text messages

**OUTSIDE / ON-CAMPUS
EMPLOYMENT/CONSULTING**



Outside Employment/Consulting

- IHL Policy 801.08 / FH 3.3.8 / EH 3.2. and 3.2.1 permits faculty/staff to engage in outside employment **if**:
 - IEO (President) grants permission first; and
 - IEO determines that it will not interfere with institutional duties of employee
- HR has a form to request permission: Application for Permission to Engage in Outside Employment/Practice of Profession.



Outside Faculty Consulting

- Without advance permission of the President, a faculty member holding a full-time academic appointment may not:
 - Teach a course, or a substantial portion of a course, during the academic year at or for another institution or organization, regardless of whether the activity is conducted in person or through some form of electronic communication.
 - Engage in research or consulting at another institution or organization during the academic year



On-Campus Consulting

- EH 3.7 On-Campus Consulting Policy – employees are often asked to provide expertise within the University based upon their specific scholarly disciplines.
 - *Faculty* – must have approval from Director, Dean & Vice President.
 - *Executive/ administrative positions (provost, vice president, dean, director, etc.)* – no additional compensation allowed as it is a part of their duties.
 - *Professional staff positions (accountant, auditor, highly technical)* – may work outside home department; must fill out HR PAF; No additional payment for work within home department
- If payments are \$2,500 or greater – must have employee's VP and President's approval;
- Once an employee has earned 10% of annual salary in additional pay in fiscal year, all future payments must have VP and President's approval.

FERPA



FERPA's Big Three

College students have the right, *in general*, to:

- Control the disclosure of their "education records" to others
- Inspect and review their own "education records"
- Seek amendment of their "education records"



So, What's an "Education Record"?

- “Education records” . . . means those **records** that are:
 - 1) **Directly related** to a **student**; and
 - 2) **Maintained** by an educational agency or institution or by a party acting for the agency or institution



Disclosure

- Generally, disclosure requires a signed release.
 - Ex: Letter of Recommendation
- Before disclosing education records – or information from education records – an institution must obtain a signed and dated written consent from all relevant students, specifying:
 - The records that may be disclosed
 - The purpose for which they may be disclosed
 - The party or class of parties to whom disclosure may be made



When is the student's consent not required to disclose information?

- When the disclosure is:
 - To school officials who have legitimate educational interest
 - To federal, state, and local authorities involved an audit or evaluation of compliance with educational programs
 - In connection with financial aid (including veteran's benefits)
 - To organizations conducting studies for or on behalf of educational institutions
 - To accrediting organizations
 - To parents of a **dependent student** (but the University must verify that the student is a dependent student on the parent's taxes)
 - To comply with a judicial order or subpoena
 - In a health or safety emergency
 - Releasing directory information except as excluded by the student
 - Releasing the results of a disciplinary hearing to an alleged victim of a crime of violence



Directory Information

Directory information, which is information that is not generally considered harmful or an invasion of privacy if disclosed, may be designated as “Directory Information.”

Institutions are required to describe what they consider Directory Information and give students the right to opt out of releasing such information publicly.



Directory Information At Southern Miss

Student's Name

Address

Telephone Number

Campus E-mail
Address

Major

Dates of
Attendance

Classification

Degree(s) Earned

Previous
Institutions
Attended

Participation in University
recognized organization
and activities

Weight and height
of athletic team
member

Honors and awards

Student's photo

Dean's/President's
List



Additional Questions?

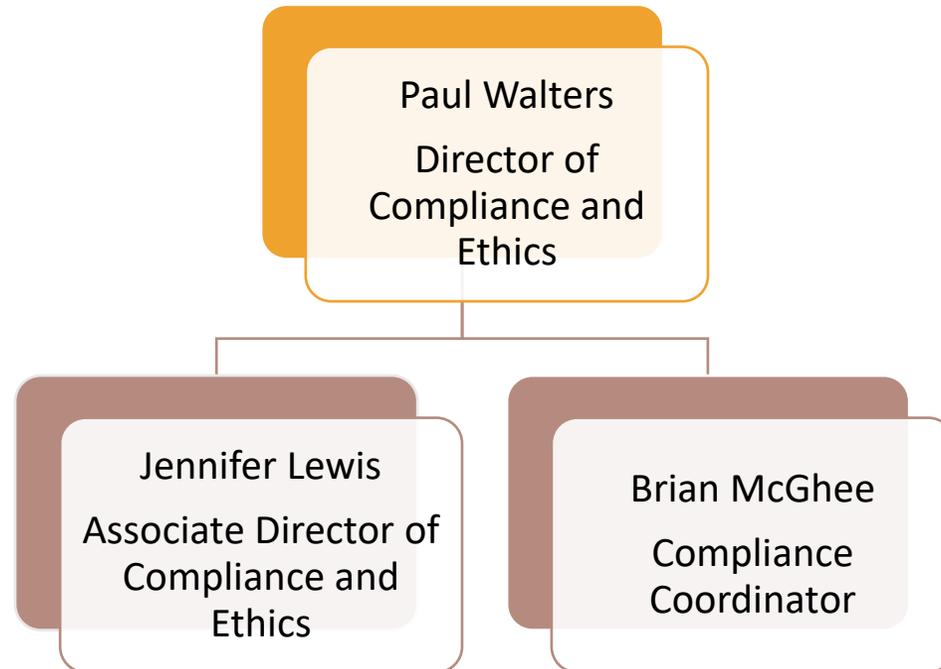
- Contact our office:
 - Office of General Counsel
 - International Bldg. 505
 - 601.266.4466
- Go to our website: www.usm.edu/general-counsel



COMPLIANCE CONSIDERATIONS



Office of Compliance and Ethics



Goals of the Compliance Program



Overseeing compliance with applicable laws, regulations, policies and rules.

Supporting ongoing compliance training efforts.

Working to create an environment where ethical behavior is exercised consistently to achieve compliance.



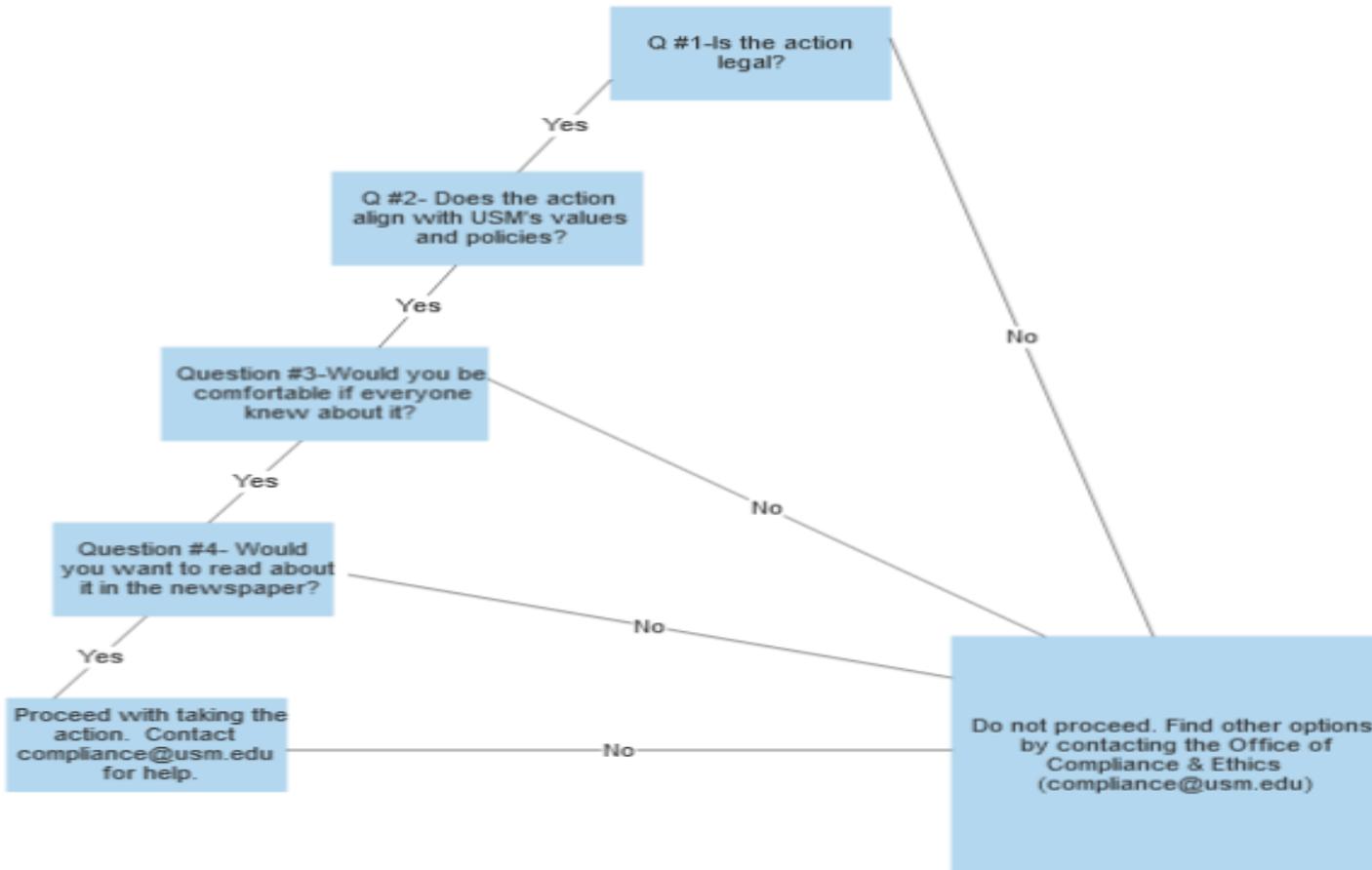
How do we remain in compliance?



- Be aware of and adhere to:
 - Applicable federal state laws and regulations
 - Institutional policies (which are administered by our office):
 - Available at:
usm.edu/institutional-policies
 - Department policies
 - Research policies (including those relative to Human subject Research)
 - Highest standards of ethics including acting with integrity and fairness.
 - USM Code of Conduct
 - Financial Conflict of Interest Policy (for full-time faculty)

How do we make ethical decisions?

- Refer them to our resources for Ethical Decision-Making information contained on the following webpage:
 - <https://www.usm.edu/compliance-ethics/ethical-concerns.php>
- Four questions to guide your determination:





- As leaders, you may have an employee who comes to you with an ethical concern.
 - Advise them that they can report ethical concerns using:
 - USM's Southern Miss Hotline is available 24 hours a day 365 days a year:
 - 877-310-0424 **OR**
 - Use Ethics Point (a comprehensive and confidential reporting tool) to report ethics concerns online:
 - <https://www.usm.edu/compliance-ethics/report-ethical-concern>

Report a Concern

- **Employment (including ethical) concerns:**
 - Your Direct Supervisor
 - Human Resources 266-4050
 - Southern Miss Hotline- 877-310-0424
- **Fraud**
 - Hotline 266-4231
 - Office of Internal Audit 266-6111
- **Discrimination:**
 - Office of Affirmative Action & Equal Opportunity 266-6618
- **Scholarly misconduct or research inquiry:**
 - Office of Research Integrity 601-266-6756
- **Threats against person, property or environment:**
 - University Police Department 266-4986/911
- **Sexual misconduct including sexual harassment:**
 - Title IX Coordinator 266-6804
- **NCAA and Sun Belt rules and regulation compliance:**
 - Office of Athletic Compliance 266-6586
- **Maxient Conduct Reporting System**
 - Reporting issues of concern including sexual misconduct, campus security, academic integrity, etc.





Waivers

USE:

Allow an individual to relinquish their right to recover for certain injuries thereby minimizing risks, including those arising from the transmission of COVID-19 in connection with programs.

LIMITATIONS:

Not likely to be enforced if The University is engaging in intentional, wanton conduct or gross negligence claims.

TO REQUEST A WAIVER:

Please have your VP or Dean email their request to Paul Walters (Director of Compliance and Ethics) at Paul.Walters@usm.edu



Public Records Requests

HOW TO SUBMIT A REQUEST:

Per IHL Policy 301.0804, anyone can submit a request in writing to inspect or obtain a copy of public records by:

Sending an email to publicrecords@usm.edu that specifically identifies the records that are needed, including, but not limited to, dates, document types (i.e., police reports or student conduct report), names of parties involved, etc.

Cost: Varies See IHL Policy 301.0804

BACKGROUND: Per Miss. Code Ann. § 25-61-1, known as the Mississippi Public Records Act, all public records are public property subject to certain exceptions.

Requests Received Per Year: Approximately 200

PLEASE NOTE

USM Email- Your USM email address is subject to public records requests.

Personal Phones: All communications regarding university business **including those conducted on personal devices are considered public records.**

MINORS ON CAMPUS POLICY



- Adopted in 2015 to implement processes aimed at protecting minors by detailing responsibilities of Authorized Adults/Program Staff (as defined in the Policy).
- Authorized Adults/Program Staff are required to complete the following before working with minors:
 - Complete the child abuse course in the USM Compliance System and watch the USM Minors on Campus video.
 - Read the USM Minors on Campus Policy
 - Sign an Acknowledgment of understanding and adherence to the policy.
 - Obtain a background check.
 - Obtain department/program specific training, including, but not limited to, safety training.
- Authorized Adults/Program Staff who are volunteers must also fill out the Volunteer Data Form-
https://www.usm.edu/sites/default/files/groups/employment-hr/pdf/volunteer_data_form_rev_1_2019.pdf
- For additional information and/or to request access to the child abuse course, complete the
https://usmforms.formstack.com/forms/child_abuse_compliance_course_access
- **Questions-** Email compliance@usm.edu



Required Online Training

To comply with requirements from the federal to the institutional level, all benefit eligible faculty, staff, and all adjuncts, affiliates and students receive training relative on a range of compliance topics.

Several federal laws require that training be provided and failing to provide training can result in the loss of institutional eligibility for federal financial aid:

Drug-Free Schools and Communities Act (DFSCA)

Requires development and implementation of a program to prevent unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

Title IX of the Educational Amendments of 1972

Requires that we provide training to students, faculty and staff aimed making them aware of their rights and responsibilities to address, report and prevent sexual misconduct, including sexual harassment and sexual violence.





Training Schedule and Courses

Notifications Sent Via E-mail from training@usm.edu

Faculty, Staff, benefit eligible Adjuncts and affiliates are required to complete training biannually starting next fall, including the following courses:

1. Alcohol and Other Drugs
2. Code of Conduct for Employees
3. Cybersecurity (**administered by iTech**)
4. Family Educational Rights and Privacy Act (FERPA)
5. Title IX: Identify, Stop, Prevent, and Remedy Sexual Harassment and Sexual Discrimination
6. *Any other course as required*

*** There are also optional courses. They are indicated as optional on your enrollment and learners receive notice once a semester that the resource is available.*

COURSES FOR SPECIFIC GROUPS

1. *Clery Act (for those that function as Campus Security Authorities)*
2. *Child Abuse Awareness (for those working at USM camps or at camps at USM properties)*
3. *USM Minors on Campus in-house video (on separate system)*
4. *GLBA (Gramm-Leach-Bliley Act) (**administered by iTech**)*

** Email infosec@usm.edu for courses administered by iTech*



Training Schedule and Courses

Notifications Sent Via E-mail and USM MailOut

- Students are required to complete the following training annually:
 - Voices for Change- Alcohol and Consent (Freshmen and Transfers only)- this group also complete other training within UNV100
 - Any other identified as necessary
 - Optional courses are also offered as resources: Upstanders [Bystander training], Mental-Wellbeing, and DEI Unconscious Bias Expanded Learning and DEI Microaggressions Expanded Learning

University Records Retention and Disposition Policy

- The Mississippi Archives and Records Management Law of 1981 Miss. Code Ann. § 25-59-1 et seq. authorizes creation of record retention schedules to provide for retention, transfer, destruction, or disposition of records.
- Defines what is and what is not a University record, employee roles and responsibilities, methods of disposal and exceptions from scheduled destruction.
- **POLICY-** <https://usm.policystat.com/policy/7381574/latest/>

QUESTIONS: Direct questions to one of the following individuals:

Clancy Smith, Records Management Specialist,

Phone: 601-266-4969 or Clancy.Smith@usm.edu OR

Lorraine A. Stuart, Head of Special Collections

Phone: 601-266-4117 or Lorraine.Stuart@usm.edu

WEBPAGES

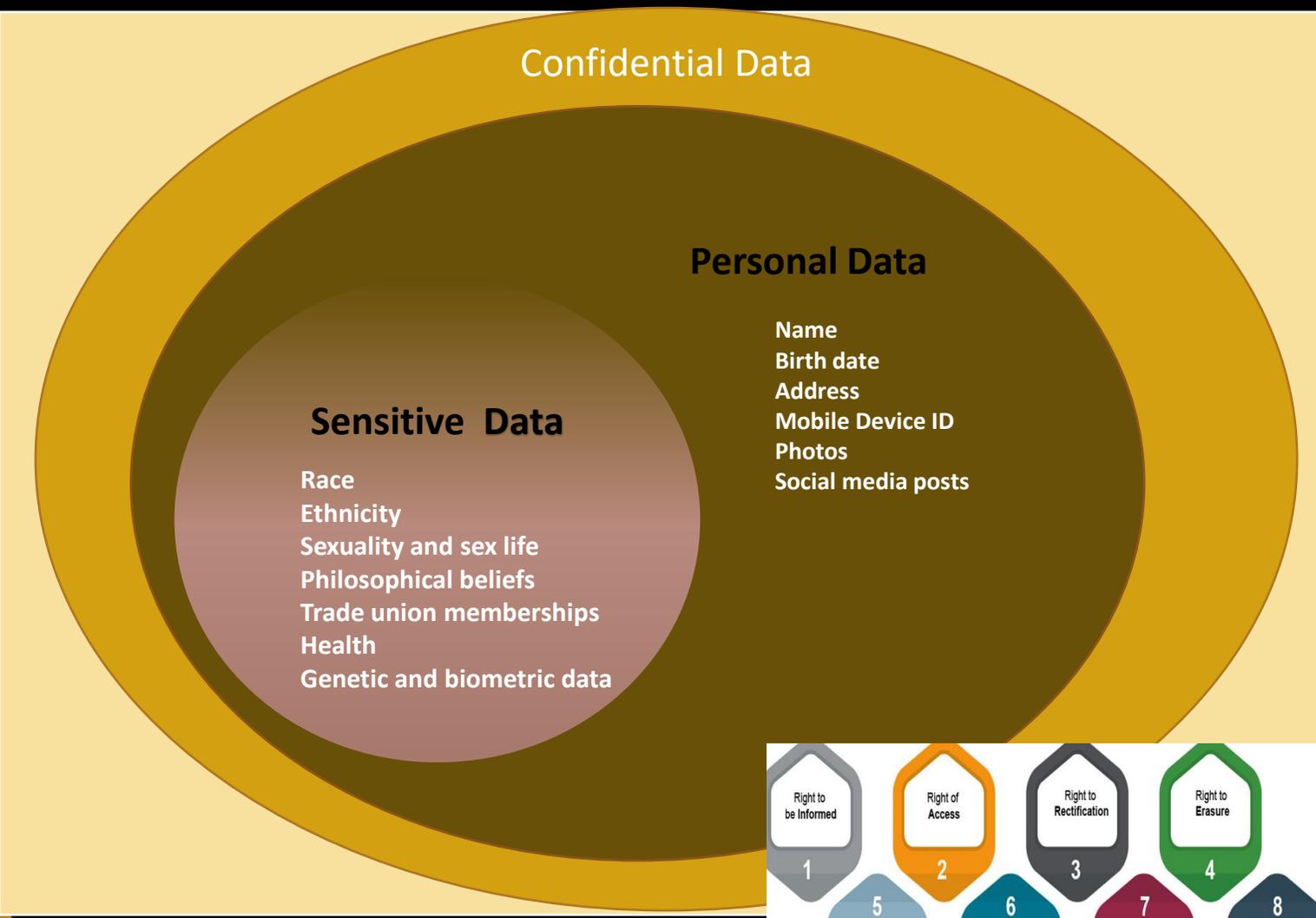
https://www.lib.usm.edu/spcol/records_retention.html

https://www.usm.edu/compliance-ethics/records_retention.php





What data is protected under the General Data Protection Regulation (GDPR)?



How to exercise rights under General Data Protection (GDPR)

Digital requests to exercise rights under GDPR must be made by opening a workorder with Itech.

Handwritten requests may also be submitted.

If you receive a paper request, please interoffice the request to Box 7049 and email a scanned copy to gdpr@usm.edu.

Those exercising their GDPR rights will be asked to provide confirmation that they were in the EU or EEA at the time of data collection/processing and data verifying their identity.



Gramm Leach Bliley Act (GLBA)

requires financial institutions (including institutions of higher education) to:

- provide customers with information about the privacy practices being used for financial data,
- opt-out rights and
- requires implementation of security safeguards.





Web Accessibility

Federal Requirements per ADA and Section 504

ACCESSIBILITY LEVEL: The Department of Justice adopts a certain level of accessibility [Web Content Accessibility Guidelines (WCAG) level], including accessible PDFs and captioning.

COMPLAINT PROCESS: A complaint process has been implemented as required:
https://usmforms.formstack.com/forms/report_a_web_accessibility_issue

CAPTIONING: Videos should be closed captioned which requires more than auto captioning with YouTube (which is at best 80% accurate).



- Membership in NC-SARA (National Council for State Authorization Reciprocity Agreement) allows USM to offer distance education in SARA member states.
- Each year, we will request critical data from faculty to be used for NC-SARA reports that are required for continuing membership.
- <https://www.usm.edu/compliance-ethics/ooslp-reporting.php>



OOSLP Reporting

- Keep records of any student placements outside of Mississippi. We need to know what state and where the placement was.

“Rule of 10”

- Requires that we seek host state’s permission for more than 10 students from a distinct program at the same placement at the same time.

Colorado “Workers Compensation Act”

- Requires that unpaid interns be covered by workers’ compensation insurance at the institution’s expense. If you have a student that desires to complete an internship in Colorado, please contact our office first.

Professional Licensure Disclosures

Pursuant to federal regulations as well as NC-SARA policy, USM must disclose to students in professional licensure programs one of the three following options.

- The program meets licensing requirements in their home state.
- The program does not meet licensing requirements in their home state.
- No determination has been made regarding licensing requirements in their home state.
- <https://www.usm.edu/professional-licensure-certification-disclosures/index.php>



Additional

QUESTIONS
?



Contact our office:

Office of General Counsel
Office of Compliance and
Ethics

International Bldg. 505
601.266.4466
compliance@usm.edu



Go to our website:

www.usm.edu/compliance-ethics



In the ISouthern Miss Ap, Click on
help>Compliance

TITLE IX OFFICE

Dr. Cristin Reynolds, Title IX Coordinator
Dr. Erin Sessions, Deputy Coordinator

Faculty First Week 2022

NEW FACULTY ORIENTATION



WHAT DOES TITLE IX MEAN?

“NO PERSON IN THE UNITED STATES SHALL, ON THE BASIS OF SEX, BE EXCLUDED FROM PARTICIPATION IN, BE DENIED THE BENEFITS OF, OR BE SUBJECTED TO DISCRIMINATION UNDER ANY EDUCATION PROGRAM OR ACTIVITY RECEIVING FEDERAL FINANCIAL ASSISTANCE.”





THE USM IS COMMITTED TO FOSTERING AN
ACADEMIC, WORK, AND LIVING ENVIRONMENT THAT
IS FREE FROM ALL FORMS OF SEXUAL HARASSMENT.

THE UNIVERSITY OF SOUTHERN MISSISSIPPI **PROHIBITS**
SEXUAL HARASSMENT **IN ANY AND EVERY FORM.**

WHAT DOES TITLE IX COVER?



SEXUAL HARASSMENT:

THE FOLLOWING ARE TYPES OF SEXUAL HARASSMENT THAT CAN BE REPORTED TO THE TITLE IX OFFICE:

- QUID PRO QUO SEXUAL HARASSMENT
- SEXUAL HARASSMENT THAT IS SEVER, PERVASIVE, **AND** OBJECTIVELY OFFENSIVE (SPOO SEXUAL HARASSMENT)
- SEXUAL ASSAULT
- DATING VIOLENCE
- DOMESTIC VIOLENCE
- STALKING

SUPPORTIVE MEASURES:

THE FOLLOWING ARE A FEW TYPES OF SUPPORTIVE MEASURES THE OFFICE CAN ASSIST WITH:

- ASSISTANCE WITH CLASSES
- GETTING CONNECTED TO COUNSELING
- SCHEDULE ADJUSTMENTS

SEX DISCRIMINATION:

DISCRIMINATION BASED ON A PERSON'S SEX, GENDER, GENDER IDENTITY, SEXUAL ORIENTATION, OR PREGNANCY AND PARENTING STATUES.



POLICY AND GRIEVANCE PROCEDURE

BOTH USM'S TITLE IX SEXUAL
HARASSMENT POLICY AND GRIEVANCE
PROCESS CAN BE FOUND ONLINE ON THE
TITLE IX WEBSITE AT [USM.EDU/TITLE-IX](https://www.usm.edu/title-ix)



**OTHER POLICIES TO KNOW
CONNECTED TO TITLE IX**

AMNESTY FOR SEXUAL HARASSMENT REPORTS



AMNESTY FOR SEXUAL HARASSMENT REPORTS: “A BYSTANDER REPORTING IN GOOD FAITH OR AN ALLEGED VICTIM REPORTING SEXUAL HARASSMENT TO UNIVERSITY OFFICIALS OR LAW ENFORCEMENT WILL NOT BE SUBJECT TO CAMPUS CONDUCT ACTION FOR VIOLATIONS OF ALCOHOL AND/OR DRUG POLICIES OCCURRING AT OR NEAR THE TIME OF THE SEXUAL HARASSMENT.”



Retaliation:

Any adverse action or threat taken against an individual for filing a complaint of sexual harassment, serving as a witness, or for participating in the investigation or grievance process.

USM prohibits any form of retaliation. This means that individuals who participate in the grievance process have protections in place to prevent and/or stop any type of retaliation.





**AM I A MANDATORY
REPORTER?**

MANDATORY REPORTER GUIDE

IF SOMEONE DISCLOSES AN INCIDENT OF SEXUAL HARASSMENT TO YOU, PLEASE DO THE FOLLOWING:

- CONFIRM
- INFORM
- LISTEN
- REPORT



MANDATORY REPORTERS REMINDERS:



REMINDERS:

YOUR ROLE IS TO REPORT THE INFORMATION YOU KNOW.

DO NOT INITIATE AN INVESTIGATION.

ADVISE THE PERSON THAT YOU CAN PROTECT THEIR PRIVACY, BUT DO NOT PROMISE CONFIDENTIALITY.

DO NOT DELAY REPORTING. REPORT TO THE TITLE IX OFFICE AS SOON AS POSSIBLE.

THE ALLEGED VICTIM IS NOT REQUIRED TO FILE A FORMAL COMPLAINT.

WHO IS A CONFIDENTIAL RESOURCE?

- ON-CAMPUS LICENSED PROFESSIONAL COUNSELORS AND STAFF
- ON-CAMPUS HEALTH SERVICE PROVIDERS AND STAFF
- ON-CAMPUS MEMBERS OF THE CLERGY, CHAPLAINS, PRIESTS, AND PASTORS WORKING WITHIN THE SCOPE OF THEIR LICENSURE OR ORDINATION.
- SAPA STUDENT GROUP
- OFF-CAMPUS (NON-EMPLOYEES)
 - LICENSED PROFESSIONAL COUNSELORS, LOCAL RAPE CRISIS COUNSELORS, DOMESTIC VIOLENCE RESOURCES, LOCAL OR STATE ASSISTANCE AGENCIES, CLERGY/CHAPLAINS



HOW TO REPORT



In Person

Phone

Website/Online

Email

In Person

Hattiesburg Campus:

Cook Library Room 129

GULF PARK CAMPUS:

HARDY HALL ROOM 332
(MONDAY 10 A.M. -2 P.M. OR
BY APPOINTMENT)

Website/Online

USM.EDU/TILE-IX

- Click the "Report an Incident" Button

Phone

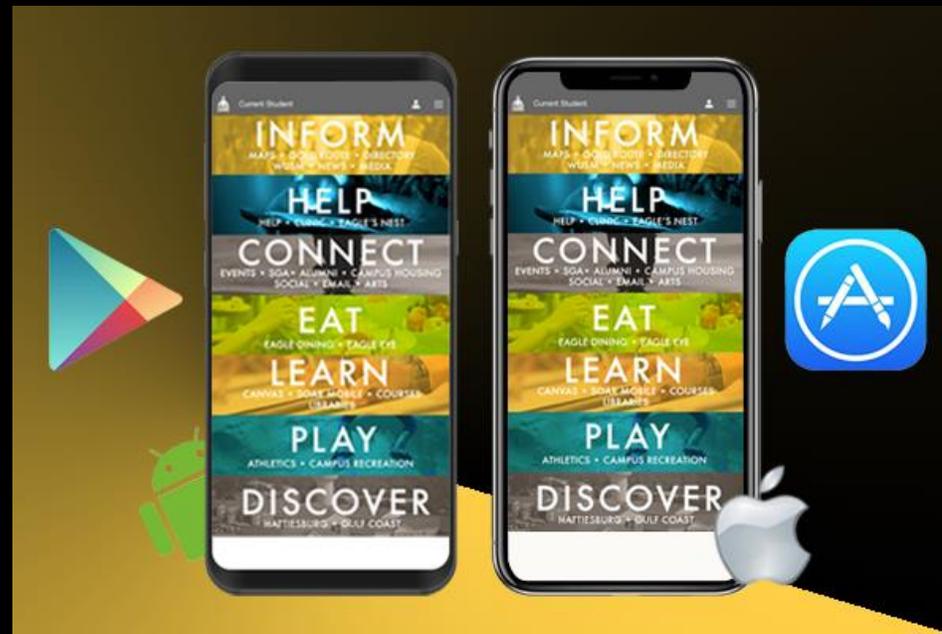
- 601.266.6805
- 601.266.4466

Email

TITLEIX@USM.EDU



NEW WAY TO REPORT iSouthernMiss App



WHY IS REPORTING IMPORTANT?

- THE TITLE IX OFFICE MAY NEED TO IMPLEMENT MEASURES AND REMEDIES TO PROTECT THE PERSON INVOLVED AND THE BROADER CAMPUS COMMUNITY.
- IMPORTANT TO IDENTIFY CAMPUS SAFETY ISSUES.
- HELPS DETERMINE WHAT CAMPUS PROGRAMING AND EDUCATION AROUND TITLE IX ISSUES IS NEEDED ON CAMPUS.





THE TITLE IX OFFICE IS HERE TO ASSIST YOU:

- IN FILING A SEXUAL HARASSMENT OR SEXUAL DISCRIMINATION COMPLAINT
- IF YOU NEED ADDITIONAL INFORMATION OR HAVE QUESTIONS ABOUT OUR POLICY AND GRIEVANCE PROCEDURE
- WOULD LIKE HELP ACCESSING OR CONNECTING TO AVAILABLE ON AND OFF-CAMPUS SUPPORTIVE MEASURES
- REQUEST FOR PRESENTATIONS ABOUT TITLE IX OR RELATED TOPICS TO YOUR GROUP, ORGANIZATION, OR CLASS

QUESTIONS?

PLEASE EMAIL: CRISTIN.REYNOLDS@USM.EDU

THANK YOU!



SOUTHERN MISS

YOUR SOUTHERN MISS STORY STARTS HERE



STUDENT ACCESSIBILITY SERVICES

Susie Murphy, Director, SAS

Faculty First Week 2022

NEW FACULTY ORIENTATION

What does SAS do?

Our office provides accommodations and assistance in finding the right campus resources for students registered with us.

What disabilities are covered?

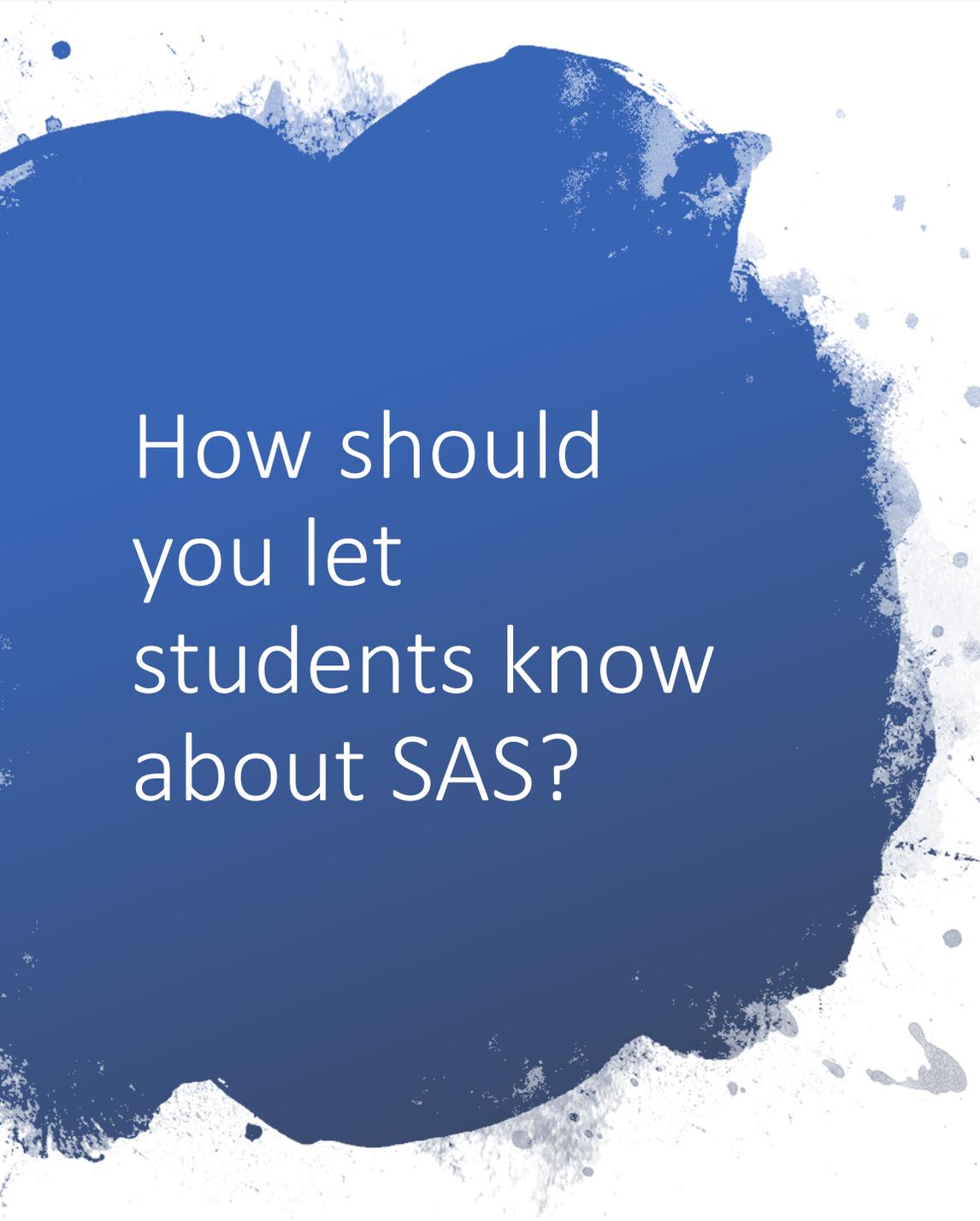
- Learning Disabilities (reading, writing, and math)
- Mobility Impairments
- Systemic or Chronic illnesses and injuries
- Psychiatric Impairments (including Anxiety & Depression)
- ADHD or ADD
- Visual Impairments
- Hearing Impairments
- Pregnancy and Temporary Disabilities

Possible Accommodations

- Exam Modifications
- Accessible Classes
- ASL Interpreting
- Note-Takers
- Readers
- Assistive Technology
- Alternative Formats for Course Materials
- Accessible Housing
 - Private Room/Bath
 - Emotional Support Animals

How our process works?

1. Students register with us by completing an application and submitting documentation.
2. Students complete an intake appointment with SAS staff.
3. Accommodation letters are emailed to instructors (of record)
 - This letter will not state the student's confidential information such as their disability.
 - Students will receive copies of all accommodation letters emailed out to professors. There is no need for students who are registered with SAS to check-in with us.
4. At the start of each semester, letters are automatically emailed out, there is no need for students who are registered with SAS to check-in with us.



How should you let students know about SAS?

If you feel a student needs assistance from our office, you may **meet with them in private** (to maintain confidentiality) and counsel them to contact us.

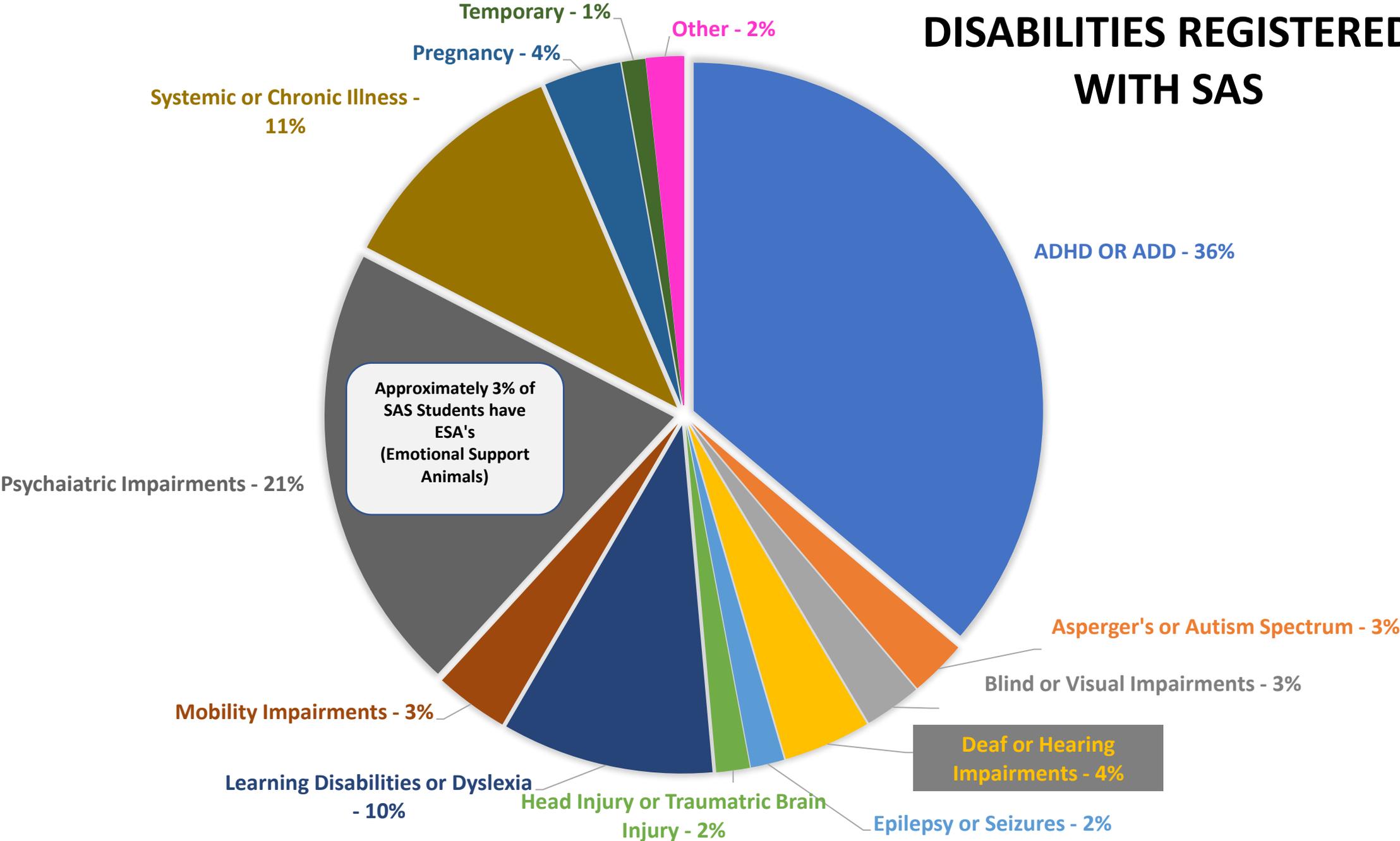
In some cases, **a student may disclose to you** that they have a disability OR in other cases a student in need may be advised to come to SAS after getting **low grades, having poor class attendance, failing to turn in assignments on time, and/or having trouble paying attention in class.**

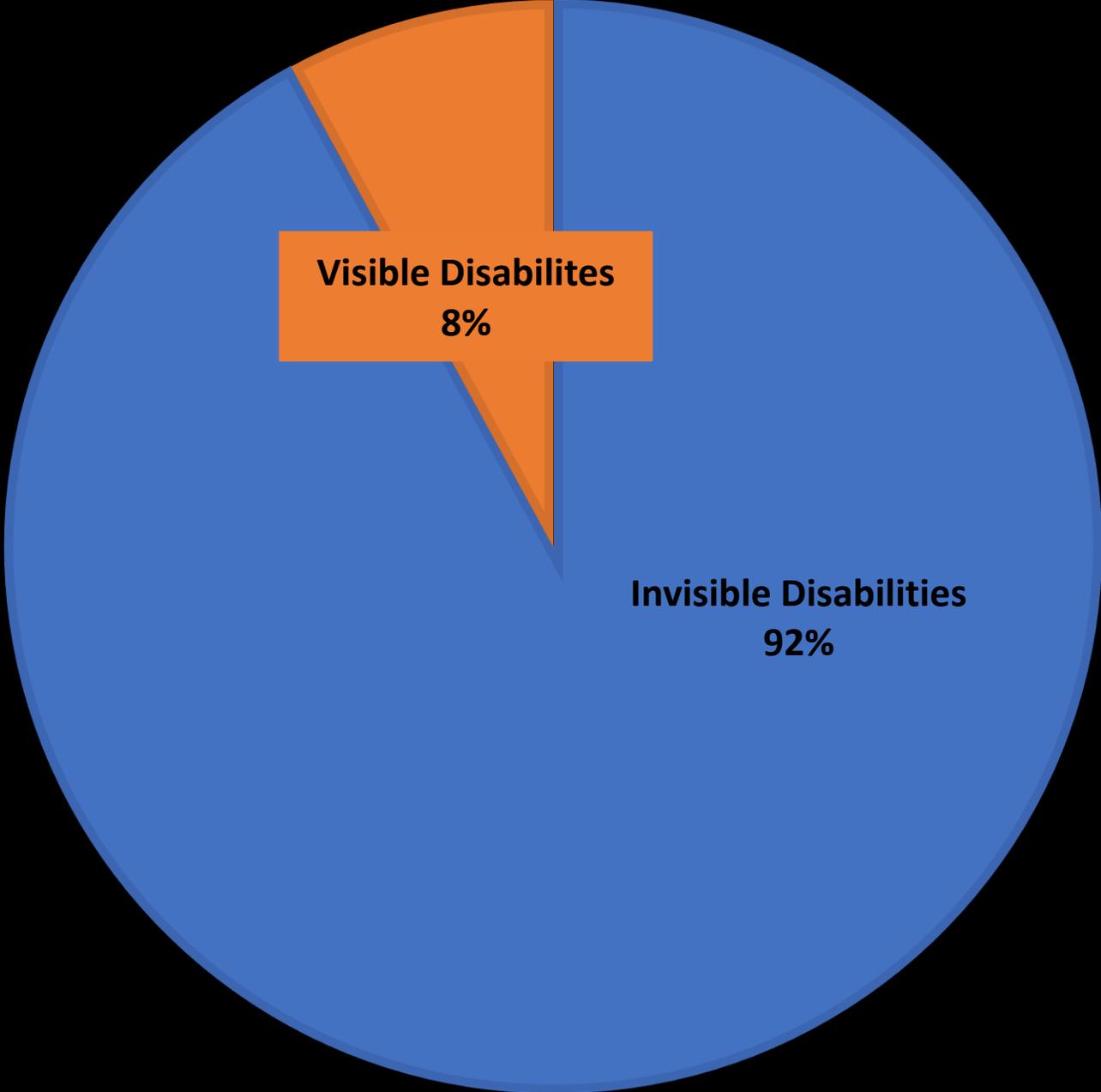
We recommend that qualifying students register with us regardless if they need accommodations – in case the need arises later in the semester.



Sometimes disabilities are invisible.

DISABILITIES REGISTERED WITH SAS







not every disability
is visible

The Numbers

- On average 8 out of 10 disabilities are invisible.
- Individuals with disabilities represent the largest minority group in the world – approximately 15%.
- Approximately 11% of US college students have a diagnosed disability.

Note-taking

- ❑ Be sure, as with any SAS accommodation, that the student wishes to use this accommodation. Some students only want to use this for math or English or for professors they feel “speak fast”.
- ❑ If a student wishes to use this accommodation, then reach out to your class on multiple platforms. Ask in class and in Canvas.
- ❑ We have a template message that you are welcome to use if you would like:
 - ❑ *There is a student in our class who needs a copy of the class notes. Student Accessibility Services is looking for a Volunteer Notetaker and volunteer hours are available to any individuals that volunteer. If you take accurate and legible notes, please apply online via their website at <https://www.usm.edu/student-accessibility-services/internalportal/note-taker-volunteering.php> or by emailing them at sas@usm.edu.*
- ❑ Students who complete registration on our website can upload their notes – and the SAS students needing them will receive an email each time notes are uploaded – so everything is confidential!

Tips to Locating a Note-taker



- Reach out to a student in class that you know or trust and ask if they would be willing to take notes for a fellow student who needs this service.
- Professors on campus sometimes offer extra credit and/or have set up online Canvas discussions for students to post their notes to – so they are available to everyone.
- Be patient.
- If you still can't find someone – you may reach out to SAS.
- Recording is a reasonable accommodation to use in lieu of note-taking.
- If you already provide a recording, your own notes, or detailed PowerPoints then this accommodation might not be necessary.



Captioning

Our office provides professional captioning for students with hearing impairments that qualify for the service.

Auto-captioning is a great way to help those that learn visually more than auditorily or that have issues processing audio.

- Canvas Studio: this is the video system that Canvas uses. Check with the Office of Online Learning if you are unsure to have enable auto-captioning on any videos you port to it.
- Youtube: You have the option when uploading to enable auto-captions.

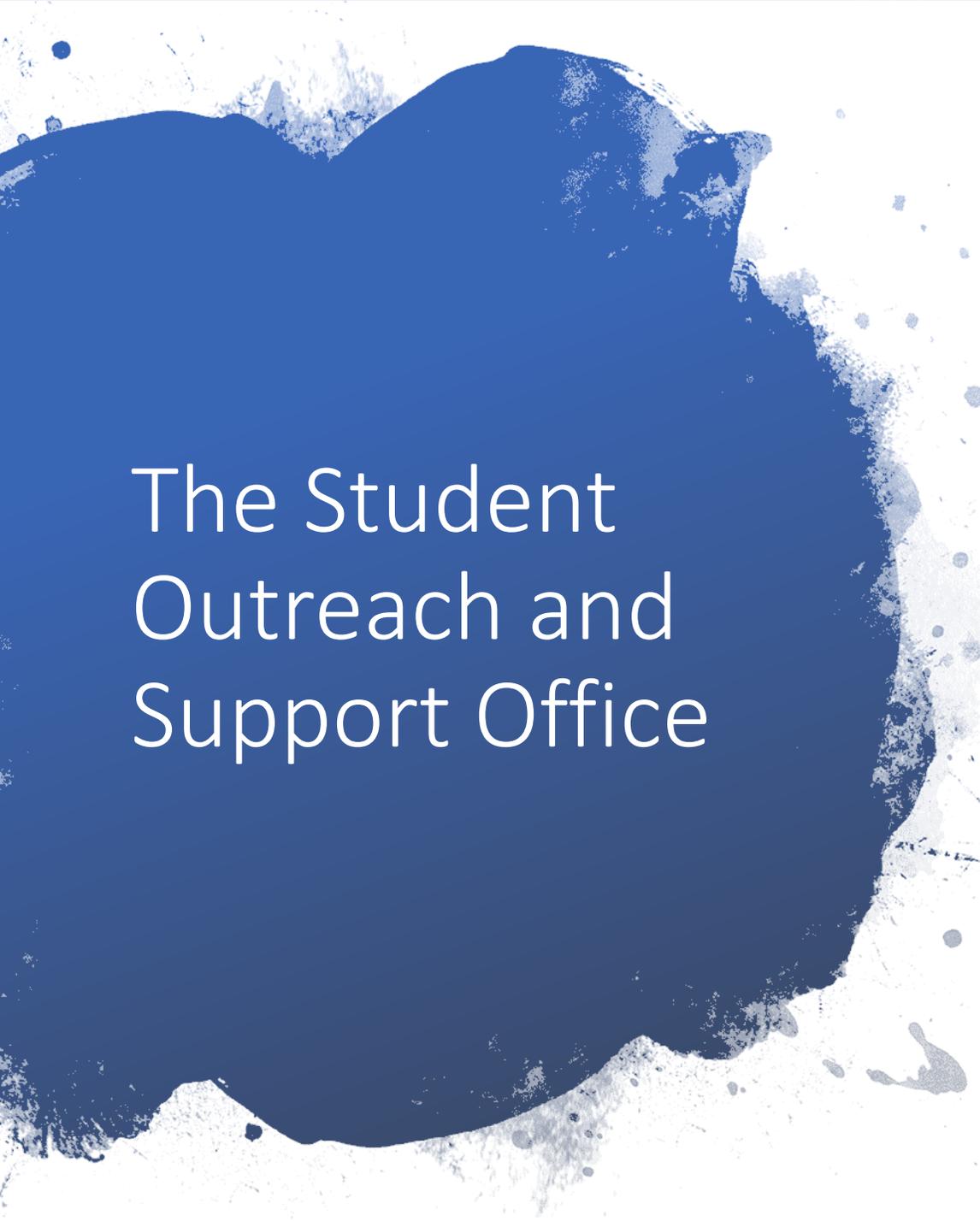
Know USM's Resources

There are more resources available to help students than SAS.

Regardless if you know the specific diagnosis or if a student is already receiving SAS accommodations

– they still may need further assistance.





The Student Outreach and Support Office

This office works as a liaison between students, family, faculty, and other university departments collaborating for student success.

They can help to communicate extenuating circumstances and concerns with faculty. This can be namely to verify absences related to medical (Covid-19, surgeries, long-term illness, etc.) and personal reasons (bereavement).

Email: osos@usm.edu

Website: www.usm.edu/student-affairs/student-outreach-support

Tutoring Resources



❑ Online Tutoring Portal <usm.mywconline.com>

The Writing Center, Speaking Center, Math Center, tutoring from the Physics and Chemistry departments, and TRIO Student Support Services

❑ TRIO Student Support Services

This a federally grant funded program in which only students who are low-income, first-generation college students, or **registered with SAS** qualify to use.

They provide tutoring **not by subject but by course**.

They also provide aid with time management, organization, peer mentorship, academic counseling, financial literacy and personal counseling.

❑ Full List available on our website

www.usm.edu/sas - search "USM Tutoring List"



Other Options

GOALS Program – Center for Behavior Health

- While this program is designed to directly assist students who have ADHD/ADD, learning disabilities, and high levels of stress or anxiety, they will assist any enrolled student.
- Students registered with SAS qualify for one-on-one assistance, but they typically do group sessions.

Student Counseling Services

- Free therapy for students registered in courses.
- They have after hours appointments and take walk-ins.
- Many support groups and different assistance options are available one-on-one.

Worried about a Student?

- Reach out to the student directly.
- Direct them to resources on campus – particularly Student Counseling Services or SAS (if they are registered with us).
- Contact SAS
- Complete a CARES report



How to Contact Us

Email: sas@usm.edu

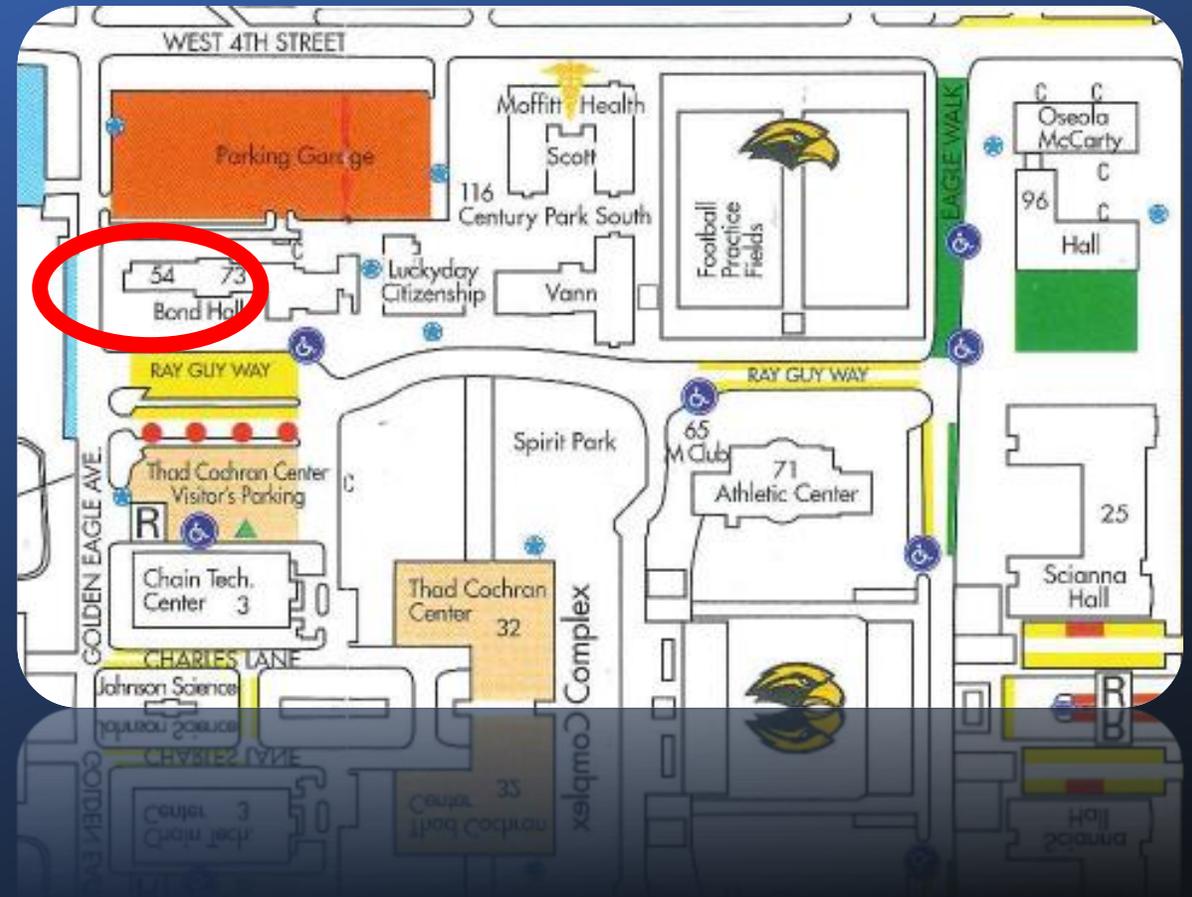
Phone: 601.266.5024

Facebook & Instagram: @SouthernMissSAS

Linktree: linktr.ee/SouthernMissSAS

Website: www.usm.edu/sas

Sign-up for our newsletter via our Linktree!



A dark blue, irregularly shaped graphic with a splatter effect, containing the text "Questions?" in white. The graphic has a rough, hand-painted appearance with various shades of blue and white splatters around its edges. The text is centered within the dark blue area.

Questions?

STUDENT COUNSELING SERVICES

Heidi Nelson, Director

Amanda Kirtland, Assistant Director

Faculty First Week 2022

NEW FACULTY ORIENTATION



USM Student Counseling Services

Grow through what you go through





OUR MISSION...

Student Counseling Services provide quality services to Southern Miss students by promoting sound mental health and the coping skills necessary for successful pursuit of their educational and life goals. As mental health professionals, we work in a spirit of collaboration within the **Division of Student Affairs** to support individual responsibility, personal growth, and wellness of all members of the student body.



How SCS can help

- We are a portal for ALL counseling services for the campus community. We evaluate the needs of students and connect them with the necessary support, resources, and referrals both on and off campus.
- Free and confidential mental health care service provided to currently enrolled students
- A staff of licensed, master's-level professionals and graduate-level interns

Counseling Resources at USM



SOUTHERN MISS

**STUDENT COUNSELING
SERVICES**

Student Counseling Services

- Individual therapy
 - Emergency services
 - Group therapy
 - Workshops
 - Consultations
 - Prevention and education services
 - Referrals
 - Telehealth and face to face services
- **USM Center for Behavioral Health Clinic**
 - **Center for Family Therapy**
 - **Sports Counseling and Performance**



Relax

We offer many ways to relax, de-escalate or unwind either in session or independently.



Share

Group sessions are held to address specific needs with both Counselor and peer support and feedback.



Express

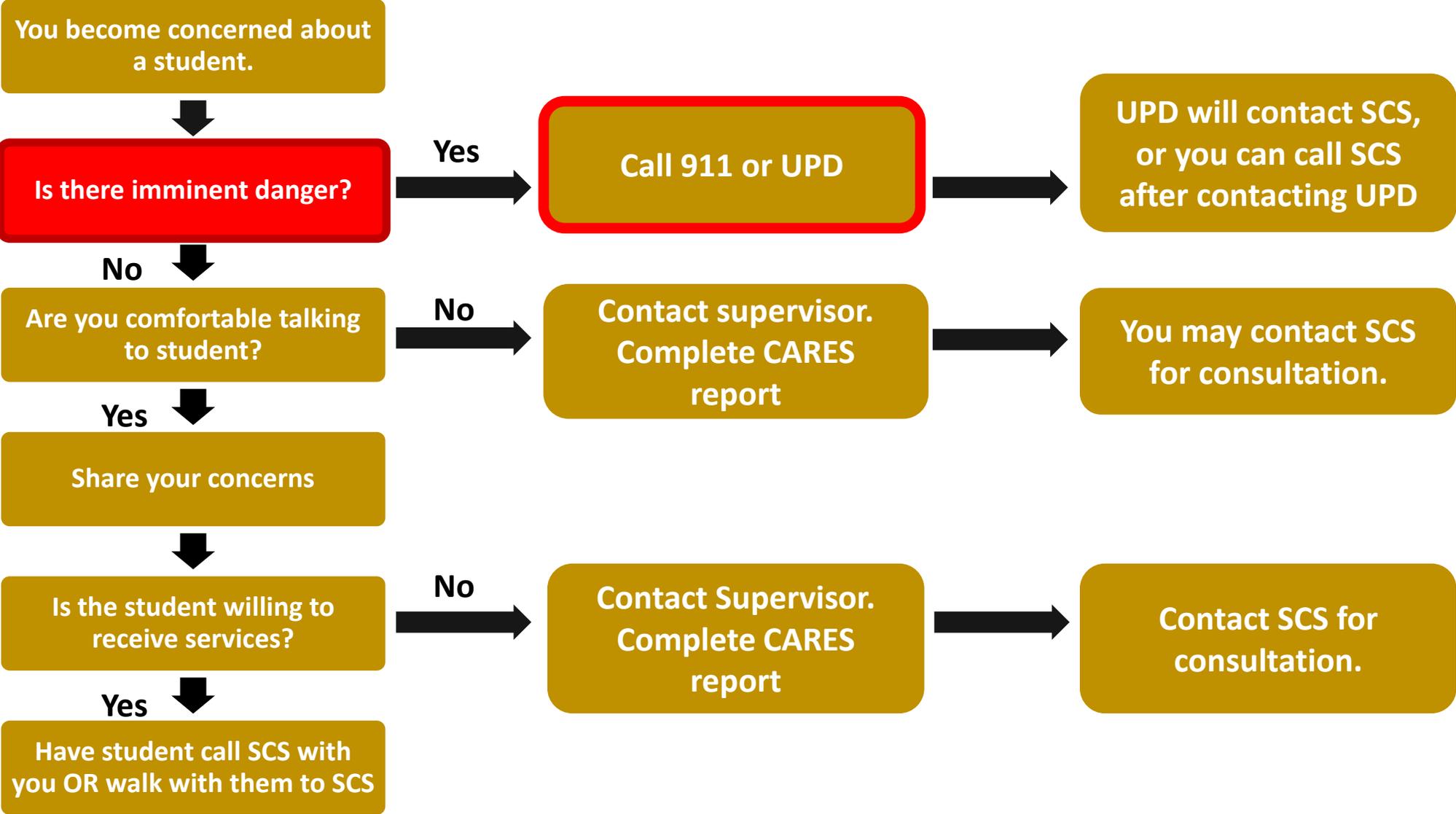
Expressive therapy is often used to articulate thoughts and feelings that may be otherwise difficult to verbalize.

How to Contact the Student Counseling Services?

- **Walk-In**
 - 103 Ray Guy Way, Bond Hall South (East entrance under the black Bond Hall awning)
- **Call**
 - Phone Number: 601.266.4829
 - Emergency After Hours Number: 601.606.HELP (4357)
- **Email**
 - Website: <https://www.usm.edu/student-counseling-services/>



How to refer a student for SCS Services



Questions?



Thank you and best wishes for a successful Fall Semester!

SMTTT!



SOUTHERN MISS.

**STUDENT COUNSELING
SERVICES**



Faculty First Week 2022

NEW FACULTY AND TA ORIENTATION