

## **Newman Guide Artifacts**

### **Foundational Documents**

- Copy of Articles of Incorporation
- Copy of By-Laws
- Mission Statement

### **Handbook Artifacts**

- Most recent student handbook
- Most recent employee handbook
- Most recent faculty handbook (if different from employee handbook)

### **Specific Policy Artifacts (If not in handbooks provided above)**

- Admissions policy
- Facility use policy/contract/agreement
- Financial investing policy
- Guest speaker/honoree policy
- Moral requirements for employees
- Nondiscrimination statement(s) for admissions and hiring
- Policy regarding the elimination of pornography on campus
- Service Contract with 3<sup>rd</sup> party vendors
- Statements/policies regarding sexuality/gender/pro-life position
- Student residence policies

### **Instructional Artifacts**

- Most recent academic course catalog
- At least three course syllabi samples showing integration of Catholic faith
- Required Core and program curriculum

### **Employment Artifacts**

- Employment opening announcement samples for:
  - Key administrator
  - Professor
- Job description samples for:
  - Program director
  - Theology professor
  - Professor

- Sample contract for program director, faculty member, administrative staff
- List of faculty with religious affiliation
- List of Board of Trustees and their religious affiliation
- Program sponsored associations, affiliations

**Other Artifacts**

- Program's calendar for academics and programs
- Campus schedule for Mass, Confession, Adoration, other prayer and liturgy, and availability of Catholic spiritual counseling