

Newman Guide Artifacts



Employment Artifacts

- Employment opening announcement samples for:
 - Coach (if applicable)
 - Key administrator
 - Professor (not theology or religious studies)
- Job description samples for:
 - President
 - Professor (not theology or religious studies)
 - Theology professor
- List of Board of Trustees and their religious affiliations.

Handbook Artifacts

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

Instructional Artifacts

- Course syllabi for all undergraduate theology/religious studies courses
- Course syllabi samples (undergraduate) showing integration of Catholic faith
 - Art/music
 - English/literature
 - History/Politics
 - Science
- List of required core curriculum courses.
- Most recent academic course catalog

Other Artifacts

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

Specific Policy Artifacts (If not in handbooks provided above)

- Admissions policy
- Facility use policy/contract/agreement
- Financial investing policy
- Guest speaker/honoree policy
- Mission statement (and related vision statement, if applicable)
- Moral requirements for employees
- Nondiscrimination statement(s) for admissions and hiring
- Policy regarding the elimination of pornography on campus
- Required core or distribution curriculum
- Statements/policies regarding sexuality/gender/pro-life
- Student residence policies