

Artifacts

EMPLOYMENT ARTIFACTS

1 Employment opening announcement samples for: Coach (if applicable)

2 Employment opening announcement samples for: Key administrator

3 Employment opening announcement samples for: Professor (not theology or religious studies)

4 Job description samples for: President

5 Job description samples for: Professor (not theology or religious studies)

6 Job description samples for: Theology professor

7 List of Board of Trustees and their religious affiliations

8 List of college or university faculty with email addresses and religious affiliation

HANDBOOK ARTIFACTS

9 Most recent employee handbook

10 Most recent faculty handbook (if different from employee handbook)

11 Most recent student handbook

12 Course syllabi for all undergraduate theology/religious studies courses

13 Course syllabi samples (undergraduate) showing integration of Catholic faith: Art/Music

Artifacts

INSTRUCTIONAL ARTIFACTS

14 Course syllabi samples (undergraduate) showing integration of Catholic faith: English/Literature

15 Course syllabi samples (undergraduate) showing integration of Catholic faith: History/Politics

16 Course syllabi samples (undergraduate) showing integration of Catholic faith: Science

17 List of required core curriculum courses

18 Most recent academic course catalog

OTHER ARTIFACTS

19 Campus schedule for Mass, Confession, Adoration, other prayer and liturgy, and availability of Catholic spiritual counseling

20 Institution's calendars for academics and programs

21 Admissions policy

22 Facility use policy/contract/agreement

23 Financial investing policy

24 Guest speaker/honoree policy

25 Mission statement (and related vision statement, if applicable)

26 Moral requirements for employees

Artifacts

SPECIFIC POLICY ARTIFACTS

- 27 Nondiscrimination statement(s) for admissions and hiring

- 28 Policy regarding the elimination of pornography on campus

- 29 Public awards and honors policy

- 30 Required core or distribution curriculum

- 31 Statements/policies regarding sexuality/gender/pro-life

- 32 Student residence policies



YOU ARE ON THE WAY TO BECOMING
RECOMMENDED IN THE
#NEWMANGUIDE