The Administrative Policies (TAPS) are intended for informational purposes only and do not alter, amend or modify the employment relationship between an employee and the University. All University employees are “employees-at-will,” except: faculty, employees covered under a collective bargaining agreement, and employees who have been given a contract that specifically sets forth that the employment is for a specified term. A letter of appointment setting forth an employee’s annual salary is not an employment contract for a specified term, and it does not change or modify the at-will employment relationship.

The “Administrative Policies” (hereinafter referred to as the "Administrative Policies" or “TAPS”) pertain to all areas of the University. Student policies and procedures can be found in the Student Handbook and Code of Student Rights, Responsibilities and Conduct. Policies related specifically to faculty rights and responsibilities can be found in the Faculty Handbook.

A system is hereby established for recommending, adopting, and communicating the policies and procedures, which shall be included in the “The Administrative Policies.” Any member of the campus community may propose policies and procedures or amendments to the policies and procedures in the Administrative Policies. The Members of the Corporation, Board of Directors, and the Officers of the University may propose such policies, procedures, and amendments directly to the members of the President’s Cabinet for consideration. The faculty may take such proposals directly to the Provost or to the Faculty Senate President, who will take the proposal to the Provost on behalf of the faculty member. Recommendations for administrative policies and procedures or amendments thereto from any other source shall be made through the appropriate Vice President. The Vice Presidents shall take the recommendations to the President’s Cabinet. The members of the Cabinet may seek the input of the Deans, the Faculty Senate and/or other members of the various constituencies in considering these recommendations. After careful consideration, the Cabinet shall make a recommendation to the President concerning the proposal. The President has final authority in approving the policies and procedures in the Administrative Policies and/or any amendments thereto.

The President and Vice-Presidents, at their sole discretion, may elect to have a proposed policy or procedure referred to a committee before making a final recommendation to the President. The committee shall be composed of members of the University community. The committee is advisory to the President’s Cabinet.

Administrative Policies shall be promulgated to the University. The Administrative Policies will be available on line at http://www.duq.edu/about/administration/policies/taps. Any additions, deletions or amendments to the Administrative Policies will be announced in University publications, such as “The Duquesne University Times,” and/or the DU Daily on the University Website.

The department, individuals, or the appropriate Division Head that manages the policy or procedure covered by the TAP is responsible for the interpretation of the TAP.

REV: 05/2014