

## General Policies and Guidelines

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### **Access to Employee Personnel Files**

Staff salaries, personnel data, and all aspects of University affairs that have not been released as public information are confidential. If you are an active staff member and wish to review your personnel file, you should refer to Policy 07-06-05. If you believe that there is an error in the record, a statement to that effect may be added as a part of the permanent file. You may also request that your department process the appropriate forms to initiate corrections. You should make arrangements through your departmental administrator if you wish to review your departmental personnel file.

### **Affirmative Action**

On February 28, 1992, the Board of Trustees passed a resolution reaffirming the University's commitment to affirmative action. The resolution commits the University to the following goals:

- to achieve diversity in the racial/ethnic and sex composition of its workforce at all levels;
- to enhance opportunities for enrolling, retaining, and graduating students from underrepresented groups;
- to provide accessibility and accommodation to individuals with disabilities;
- to create a campus environment free of bigotry and harassment; and
- To engage minority- and women-owned businesses as vendors and suppliers.

The Office of Affirmative Action, Diversity and Inclusion has responsibility for providing leadership, coordination, and oversight for the University's affirmative action program. Given the size, complexity, and collegial nature of the University, the Office of Affirmative Action, Diversity and Inclusion cannot do this alone. The campus community contributes to the University's commitment to affirmative action through the work of senior administrative officers, deans, directors, department heads, managers, supervisors, and various campus-wide, school, departmental, and student committees and groups as well as individual faculty, staff, and students.

For additional information, refer to Policy 07-01-03 or contact the Office of Affirmative Action, Diversity and Inclusion at **412-648-7860**.

### **Alcoholic Beverages**

# Sample Guidelines Format

**OECD**



## **Sample Guidelines Format:**

*Examination Guidelines and Sample Items* National Board of Medical Examiners,1991      The Nurse Educators Guide to Assessing Learning Outcomes McDonald,2017-07-28 Provides instructors with a comprehensive in depth guide to creating effective classroom exams Nurse educators will learn how to craft reliable and valid assessment materials ranging from multiple choice exams and true false tests to matching exercises and essay responses Hundred of sample test questions as well as detailed scoring rubrics serve as invaluable resources for educators preparing their students for successful careers in nursing Additionally the text delves into the pedagogy behind Bloom s taxonomy how to gauge the difficulty level of questions and how to revise questions to increase their cognitive challenge This revised edition is an essential guide for developing questions that require students to think critically and features a chapter on NCLEX test question development

**Guidelines for the Preparation of Lesson Plans** U.S. Army Engineer School,1985      McDonald's the Nurse Educator's Guide to Assessing Learning Outcomes Tresa Kaur,2024-12-09 McDonald s The Nurse Educator s Guide to Assessing Learning Outcomes Fifth Edition is a comprehensive guide for nurse educators that covers the assessment of critical thinking the development of learning objectives and the creation of tests including detailed tips for writing many kinds of individual test items This unique resource also covers the analysis of test reliability Examples of effective and ineffective test items are included throughout to help faculty and nurse educators deepen their understanding of how to create effective tests and assess student learning The updated Fifth Edition features two new chapters dedicated to the NextGen NCLEX to prepare faculty to develop questions for their students addressing the move from critical thinking to clinical judgment      U.S. Government Printing Office Style Manual: An Official Guide to the Form and Style of Federal Government Printing, 2008 (Paper) ,2010      The Engineer's Career Guide John A. Hoschette,2010-04-26 This is the most complete career resource guide book for engineers dealing with the non technical side of engineering It provides career advice for engineers at all stages of their careers whether newly graduated mid career or soon to be retired This book provides many real world practical proven common sense career tips supported by actual work and experiences examples Tips deal with problems the engineer may encounter with supervisors co workers and others in the corporation The book provides step by step guidance on how to deal with career problems and come out ahead      *OECD Guidelines for the Testing of Chemicals, Section 4 Guideline No. 497: Defined Approaches on Skin Sensitisation* OECD,2025-06-25 A Defined Approach DA consists of a selection of information sources e g in silico predictions in chemico in vitro data used in a specific combination and resulting data are interpreted using a fixed data interpretation procedure DIP e g a mathematical rule based model DAs use methods in combination and are intended to overcome some limitations of the individual stand alone methods  
(Free Sample) *Guide to UPSC CAPF Assistant Commandant Paper I & II* Disha Experts,      **Human Factors Guidelines for Road Systems** John L. Campbell,2012 This report completes and updates the first edition of NCHRP Report 600 Human

Factors Guidelines for Road Systems HFG which was published previously in three collections The HFG contains guidelines that provide human factors principles and findings for consideration by and is a resource document for highway designers traffic engineers and other safety practitioners Foreword

**Users' Guide, 1980 Census of Population and Housing: Text** ,1982 Guidelines for Preservation Microfilming in Australia & New Zealand ,1998 Covers types of microform establishing a preservation microfilming project selecting and preparing material including standards for subsequent digitisation quality control bibliographic control storage of masters management of existing microform collections including staff and user education and disaster plans

The Nurse Educator's Guide to Assessing Learning Outcomes Mary McDonald,2014 The Nurse Educator s Guide to Assessing Learning Outcomes Third Edition is a widely used resource for both faculty and nursing education students that covers the assessment of critical thinking the development of learning objectives and the creation of tests including detailed tips for writing many kinds of individual test items The book also covers the analysis of test reliability Examples of effective and ineffective test items are included throughout to help faculty and nurse educators deepen their understanding of how to create effective tests and assess student learning This new edition addresses the increased pressure that NCLEX and other certification exams are placing on nursing students and faculty and reflects the most recent updates to the NCLEX Detailed Test Plan Each chapter has been updated with timely information and examples

**Complete Guide to Documentation** Lippincott Williams & Wilkins,2008 Thoroughly updated for its Second Edition this comprehensive reference provides clear practical guidelines on documenting patient care in all nursing practice settings the leading clinical specialties and current documentation systems This edition features greatly expanded coverage of computerized charting and electronic medical records EMRs complete guidelines for documenting JCAHO safety goals and new information on charting pain management Hundreds of filled in sample forms show specific content and wording Icons highlight tips and timesavers critical case law and legal safeguards and advice for special situations Appendices include NANDA taxonomy JCAHO documentation standards and documenting outcomes and interventions for key nursing diagnoses

**Guideline for Optical Character Recognition Forms** United States. National Bureau of Standards,1976

**Village Books' Guide to Self-Publishing** Lindsey McGuirk,2009-10

The Complete Beginner's Guide to Genealogy, the Internet, and Your Genealogy Computer Program Karen Clifford,2001 A guide to conducting genealogical research focusing on the role of electronic databases computer programs and Internet resources in revolutionizing the process of tracing family histories Includes charts forms exercises Web site addresses and bibliographies

**A Practical Guide to Basic Laboratory Andrology** Lars Björndahl,David Mortimer,Christopher L. R. Barratt,Jose Antonio Castilla,Roelof Menkveld,Ulrik Kvist,Juan G. Alvarez,Trine B. Haugen,2010-04-01 This practical extensively illustrated handbook covers the procedures that are undertaken in andrology and ART laboratories to analyse and assess male factor infertility and to prepare spermatozoa for use in assisted conception therapy The content is presented as brief

authoritative overviews of the relevant biological background for each area plus detailed step by step descriptions of the relevant analytical procedures Each technical section includes pertinent quality control considerations as well as the optimum presentation of results In addition to the comprehensive basic semen analysis incorporating careful analysis of sperm morphology the handbook provides established techniques for the use of computer aided sperm analysis and sperm functional assessment Throughout the handbook the interpretation of laboratory results in the clinical context is highlighted and safe laboratory practice is emphasized It is an invaluable resource to all scientists and technicians who perform diagnostic testing for male factor infertility     *SnagPRO* ,2008     Practical Guide to Clinical Data Management Susanne Prokscha,2024-07-03 The management of clinical data from its collection during a trial to its extraction for analysis has become critical in preparing a regulatory submission and obtaining approval to market a treatment Groundbreaking on its initial publication nearly 14 years ago and evolving with the field in each iteration since then this latest volume includes revisions to all chapters to reflect the recent updates to ICH E6 good clinical practices electronic data capture and interactive response technologies Keeping the coverage practical the author focuses on the most critical information that impacts clinical trial conduct providing a full end to end overview for clinical data managers Features Provides an introduction and background information for the spectrum of clinical data management tasks Outstanding text in the industry and has been used by the Society for Clinical Data Management in creating its certification exam Explains the high level flow of a clinical trial from creation of the protocol through study lock Reflects electronic data capture and interactive response technologies Discusses using the concept of three phases in the clinical data management of a study study startup study conduct and study closeout to write procedures and train staff     *Word XP Advanced Open Learning Guide* Cia Training Ltd Staff,2003-07

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