Disciplinary policy

Policy Type: Local
Responsible Office: Office of Development and Alumni Relations
Initial Policy Approved: 12/2012
Current Revision Approved: 12/2012

Policy Statement and Purpose

All users must comply with the Development and Alumni Relations policies for constituent data and Advancement Services' systems usage. Advancement Services is authorized by the vice president of Development and Alumni Relations to monitor and manage all aspects of internal and external systems relating to or associated with the use of constituent data. This includes, but is not limited to Millennium, reports, online systems, e-communications and all related or similar items. Such monitoring might occur at any time without notice to the user. Violations of the VCU Use of Internet and Electronic Communications Systems (Policy 1.75) must be addressed under VCU Standards of Conduct Policy (Policy 1.60).

Violations of DAR policies are subject to appropriate disciplinary actions, to be determined on a case-by-case basis by senior leadership of the Office of Development and Alumni Relations, depending on the severity of the offense.

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Who Should Know this Policy?

All university employees engaged in activities related to development and alumni relations are responsible for knowing this policy and familiarizing themselves with its contents and provisions.

Definitions

Advancement Services
Advancement Services is managed by the associate vice president for Advancement Operations and oversees the following service functions for the Office of Development and Alumni Relations and the university: Information Technology and Online Services, Gifts & Records Management, Prospect Research and Campaign Data Analysis and DAR Finance and Administration

Advancement Services manages application development and data integrity in Millennium and other systems, provides application training to users and ensuring security for information in the DAR databases, in accordance with university IT policy. It is also responsible for gift processing; managing the development and production of reports, including fundraising analysis; data files for solicitations or project and alumni statistics; technical management of the division's Web space for both internal and external users and management of the department's budgeting, expenditures and human resource functions.

Related Documents

- VCU Use of Internet and Electronic Communications Systems (Policy 1.75)
- VCU Standards of Conduct Policy (Policy 1.60)

Contacts

The Office of Development and Alumni Relations officially interprets this policy. The Office of Development and Alumni Relations is responsible for obtaining approval for any revisions as required by the policy Creating and Maintaining Policies and Procedures through the appropriate governance structures. Please direct policy questions to the Advancement Services IT Manager or the AVP of Advancement Operations.

Procedures

Disciplinary process
- The following process begins when violations of this policy occur:
    - Violations of Development and Alumni Relations' policies are reported to the AVP of Advancement Services.
    - Disciplinary action could include mandatory training, a noncompliance report, suspension of privileges, termination of privileges and/or escalation to established VCU disciplinary procedures.
- Notice of disciplinary actions will be provided to senior leadership, as deemed necessary by the AVP of Advancement Operations.

Forms

This policy has no forms.

Revision History

This is the initial version of this policy.

FAQs

This policy has no FAQs.