

# University Faculty and Governance Handbook

## Definition of Styles

### Font Guide:

**Document Heading- Gill Sans MT 16pt Red Bold (Document Heading)**

**Chapter Heading- Gill Sans MT 16pt Black Bold**

**1.1 Section heading 1- Gill Sans MT 14pt Black Bold**

**1.1.1 Section heading 2- Gill Sans MT 12pt Black Bold**

Text- Gill Sans MT 12pt Black

Numbering:

- 1. Text
  - a. Text
    - i. Text
      - 1. Text
        - a. Text
          - i. Text
            - 1. Text

After Subheading 1:

1. If there is only 1 paragraph of text, there will be no additional numbering, text will align with the left margin.
2. If there is more than 1 paragraph of text, number will be used.
3. If there is more than 1 major topic within that section, subheadings will be used.

After Subheading 2:

1. If there is only 1 paragraph of text, there will be no additional numbering, text will align with the left margin.
2. If there is more than 1 paragraph of text, number will be used.
3. If there is more than 1 major topic within that section, subheadings will be used.

Footer must include:

1. Pacific University Faculty and Governance Handbook
2. Chapter # and Title
3. Version (either July or January and year)
4. Link to Handbook on the web

5. Document page number

There will be a space between subheading 1 and subheading 2

Lists:

1. There will be no lists within sentences; they will be number lists below the text.
2. The first letter in all lists will be capitalized.

Colons:

1. Colons will be used:
  - a. After Chapter headings (i.e. Chapter 1: The University.....)
  - b. At the end of any text preceding a list
  - c. Dashes will not be used.

ALL CAPS:

1. Words in lists of word definitions will be in ALL CAPS.

## **Capitalization Guide:**

### **The Case for Lowercase**

These style guidelines for university-related terms may differ from what you have used in the past. In general, this guide recommends a lowercase style, for several reasons:

- When too many words are capitalized, they lose their importance and no longer attract attention.
- Standard style guides, including *The Chicago Manual of Style* and *Associated Press Stylebook and Briefing on Media Law* require lowercase letters in running text for things like job descriptions and unofficial department names.
- Copy is more easily read when it isn't peppered with initial caps or all caps.
- Using lowercase letters in no way diminishes the stature or credibility of an individual's position or a department's reputation. After all, even the title "president of the United States" is lowercased in running text when it doesn't immediately precede the president's name.
- Keeping everything except full, official names lowercase also simplifies decisions about when to capitalize shortened forms of official names.

### **Do Not Capitalize:**

- city (as in, city of Forest Grove, city of Hillsboro, city of Eugene, city of Woodburn, etc.)
- chapter (unless used in a heading or first word of the sentence)
- classes: freshman, sophomore, junior, senior
- college, the (except when it is used in proper name e.g., the College of Arts & Sciences)
- degrees: doctorate, doctor's, master's, bachelor's, baccalaureate (except when it is used in proper name of a degree, e.g., Bachelor of Health Sciences)
- department, the
- faculty, the (except when referring to the University Faculty as a governance unit)
- form names, unofficial (e.g., admission form, drop/add form)

- orientation
- spring break
- spring, summer, fall, winter
- staff, the
- chair and chair-elect (only capitalize with individual's name as formal title, e.g., Faculty Senate Chair Mark Bailey)

### **In General**

Official names and proper nouns are capitalized. Common nouns and various shortened forms of official names are not capitalized. Use the full, official name the first time it appears in a document or section of a document.

- The Northwest Commission on Colleges and Universities sent a delegation to visit Pacific. The commission is tasked with evaluating the university's strategic plan.

### **Capitalization in Section Headings**

In general, words in bolded section headings will follow headline style capitalization rules (capitalize first, last and major words in titles and subtitles, lowercase articles, prepositions and conjunctions). Outline levels that are not in bold will only capitalize the first word and any words requiring capitalization by standard capitalization rule.

### **Specific Capitalization Guidelines and Word Use for the University Faculty and Governance Handbook**

**academic and nonacademic units and bodies** – capitalize only the complete and official names of colleges, schools, divisions, departments, offices, and official bodies. Lowercase informal and shortened versions of all such names.

- The College of Arts & Sciences offers nearly 50 undergraduate majors. The arts and sciences departments are housed in several different buildings on campus.
- The events at orientation are planned by the Department of Student Life.
- Representatives from natural sciences attended the meeting today.

**alumni** – lowercase except as part of a proper noun.

- Keith and Linda are alumni of Pacific.
- The Office of Alumni Relations is a resource for all former students of Pacific University

**ampersands** – do not use in titles unless an official part of the office, college or department name.

- She sent the request to Marketing & Communications.
- The faculty of the College of Arts & Sciences will meet to discuss the issue.
- Mark is the vice president of enrollment management and student affairs.

**The Board of Trustees** – capitalize the Board of Trustees but when the word “board” or “trustee” stands alone, use lowercase.

- At the March meeting, the Board of Trustees approved the new program.

- After conferring for several hours, the board named Joe Park as the chair.
- Chris Gonzales was named as a new trustee.

**buildings and places on campus** – capitalize only the official names of buildings and formally designated places on campus.

- Students met at the University Center.
- Class was held in Marsh Hall 121.
- Facilities set the 5<sup>th</sup> floor conference room in Creighton Hall.

**bylaws** – no hyphen. Lowercase unless part of a full and official title of a document.

**colleges, schools, and departments** – capitalize the formal name but lowercase in subsequent, shortened references. Do not capitalize subject without name of department.

- Jack is applying to the College of Business. The college was established in 2013.
- The College of Education has offices in Berglund Hall.
- Faculty members from Music, Physics, Chemistry, and Philosophy formed a weekend basketball league. (The references are to administrative units, not areas of study.)
- The Psychology Department is hosting a careers night next week. The department is hoping for good attendance.
- She is studying biology.

**commencement** – lowercase except when referring to a specific Pacific commencement.

- The 2001 Commencement begins promptly at 10 a.m.
- The spring commencement is held in May and the summer commencement is held in August.

**committee, center and program** – lowercase unless it is a formal part of a name.

Lowercase on second reference or when referring to the group without the formal title.

Lowercase when referring to a committee, center, or program at another university.

- The Center for Civic Engagement works to help make connections and support meaningful partnerships so that we can work together to serve the common good. The center is located in Scott Hall.
- The center for deep ocean studies is one of the leading programs at Florida State University.
- The search committee is meeting every day at noon.
- The ESL Bridge Program is for students who want to enter a 4-year degree program at Pacific University after the ESL program.
- The Curriculum and Standards Committee meets on the first Wednesday of the month.
- The committee minutes are submitted for approval each month.

**dean** – lowercase except directly before a name.

- The president named Dean Mark Ankeny to lead the search committee.
- Jenny Smyth, dean of the College of Optometry, contributed to the report.
- Brian is on the dean's list.

**degrees (academic)** – no periods in degree abbreviations. Do not capitalize degree names except when it is used in proper name of a degree.

- She earned a bachelor’s degree in social work.
- He earned his master of business administration.
- She earned a BHS at Pacific. The Bachelor of Health Sciences degree was awarded to ten students this year.

**departments and offices** – capitalize all formal versions of offices and department names when not part of a title.

- She is studying biology.
- The Financial Aid Office closes early today. The director of financial aid is holding a training for new staff.
- Conflict of interest forms need to be submitted to Human Resources.
- Please make appointments for retirement counseling with Troy Strass, director of human resources.

**documents and policies** – capitalize formal names of official Pacific University documents and policies related to governance. Informal or shortened references should be lowercase.

- Students are required to follow the Student Code of Conduct.
- Changes to the University Faculty and Governance Handbook must be approved through the appropriate governance body. The handbook language will be reviewed prior to submission.
- The current Pacific University Academic Catalog is online. The catalog is a helpful resource for students planning to attend Pacific.

**ex officio** – no hyphen

**governance units** (e.g., Faculty Senate, Staff Senate and University Council, Professional Student Senate, Undergraduate Student Senate) – Capitalize when referring to the Pacific governance units specifically. Lowercase when using just the word “senate,” “senator,” or “council member.”

- The Faculty Senate met on Thursday. The senate decided ...
- A senator asked if there would be a report from the committee.
- The council members voted on the proposal last week.

**mission statement and mission** – do not capitalize.

- The Pacific University mission statement was revised in 2012.
- The mission of the university includes...

**numbers** – with the exception of dates and chapter numbers, spell out numbers less than 10. There is no need to include the spelling **and** the numerical value in parenthesis for numbers.

- The committee will consist of one faculty member from each college.
- The committee will consist of 12 staff members.

**policies and procedures manual** – lowercase unless part of a full and official title of a document.

**times of day** – use a.m., p.m., noon, midnight. Do not include double-zeroes (8 a.m., not 8:00 a.m.).

**titles** – capitalize job titles only when they immediately precede the individual’s name or when they are named positions or honorary titles (as in the last example). Do not abbreviate vice president to VP.

- It’s common knowledge that President Hallick loves to greet new students.
- The president, Lesley Hallick, joined Pacific in 2010.
- The president of the United States serves a four-year term of office.
- The vice president of finance presented the budget.
- Provost Miller’s office is on the third floor.
- John Miller is the provost of Pacific University.
- Have you taken a course from Professor Boersema?
- Dave Boersema, professor of philosophy, does not teach in the summer.
- Jane Doe of exercise science has been promoted to associate professor.

When a person has a **very long title**, put the title after the name to avoid clumsy syntax and too much capitalization.

- Jane Bear, special assistant to the president and director of special university projects, is moving her office to the new administration building.

When a **title appears in an outline list without any other text** as opposed to running text, the title can be capitalized even if it appears after the name.

- Jean Warren, Director
- John Smith, Associate Director

**school** – capitalize as part of a formal name but not alone on second reference.

- The School of Pharmacy is currently accepting applications.
- The school will review applications this spring.

**subcommittee** – lowercase and one word, no hyphen.

**university** – capitalize as part of a formal name but not when used alone or on second reference.

- Pacific University has campuses in Forest Grove, Hillsboro and Eugene and a site in Woodburn. The university is committed to quality offerings at each site.
- The proposal must be approved by the appropriate university governance bodies before implementation.

**University Faculty** – capitalize when reference is to the faculty as a governance unit. Lowercase when used as a general term.

- The proposal must be voted on by the University Faculty.
- An invitation to the pancake breakfast was sent to all university faculty.