

February 8, 2021

## Reporting Guidelines for Concerns or Whistleblowers

Lewis University remains proactive in providing an ethical and safe environment as an educational institution with a Catholic and Lasallian heritage based on the teachings of Saint John Baptist de La Salle, founder of the De La Salle Christian Brothers that sponsor the University. In compliance with governmental regulations, Lewis has established guidelines that provide procedures in reporting certain issues that may affect those involved with the University, including students, faculty, staff, administrators, parents, alumni, vendors, Trustees, and others from the community to assist in reporting matters which may merit explanation, investigation or action. Procedures have been developed regarding matters related to fraud, harassment, improprieties, health and safety, academics, and violations of law that should be promptly and appropriately resolved. The following reporting procedures have been established to address anticipated concerns:

For **health, well-being, or safety concerns** regarding any individuals or areas on campus, please share your concerns or observations by contacting Health & Counseling Services, Student Services, University Police or by completing the ACT (Assessment & Care Team) referral form via the following link: [Student Concern](#) [Faculty/Staff Concern](#)

For **student issues** (i.e. inappropriate student behavior or circumstances including, but not limited to bias incidents, or if students have special needs that need addressing), please contact Dr. Kurt Schackmuth, Associate Provost for Student Success and Vice President for Mission at 815.836.5810 or [schackku@lewisu.edu](mailto:schackku@lewisu.edu) or, if more appropriate, complete the ACT (Assessment & Care Team) referral form via the following link: [Student Concern](#) [Faculty/Staff Concern](#). If you feel a student is in danger because of this behavior, contact the University Police immediately at 815.836.5911 (emergency) or 815.836.5222 (non-emergency).

For concerns regarding **academic matters**, including program requirements, faculty, or other concerns, please write, e-mail or call to contact the respective College Dean:

Dr. Christopher White, Dean College of Aviation, Science, and Technology at 815.836.5584 or [cwhite10@lewisu.edu](mailto:cwhite10@lewisu.edu)  
Dr. Christopher Kline, Interim Dean College of Education and Social Sciences at 815.836.5240 or [klinech@lewisu.edu](mailto:klinech@lewisu.edu)  
Dr. Laura Franklin, Dean College of Humanities, Fine Arts & Communication at 815-836-5779 or [lfranklin3@lewisu.edu](mailto:lfranklin3@lewisu.edu)  
Dr. Ryan Butt, Dean College of Business at 815.836.5267 or [rbutt@lewisu.edu](mailto:rbutt@lewisu.edu)  
Dr. Susan Muller, Dean College of Nursing & Health Sciences at 815.836.5245 or [smuller1@lewisu.edu](mailto:smuller1@lewisu.edu)  
Dr. Anne Rapp, Dean of Graduate, Professional and Continuing Education at 815.836.5778 or [rappan@lewisu.edu](mailto:rappan@lewisu.edu)

For **Title IX Compliance matters** (sex discrimination), please [click here](#) or contact Graciela Dufour, Associate Vice President for Human Resources/Title IX Compliance Officer, at 815.836.5548 or [dufourgr@lewisu.edu](mailto:dufourgr@lewisu.edu).

In regard to the **athletic program or NCAA issues**, please [click here](#) or contact Morgan Stenson, Director of Compliance at 815.836.5612 or [mstenson@lewisu.edu](mailto:mstenson@lewisu.edu).

For **general institutional complaints**, [please click here](#) for the student complaint form or you may submit a written and signed correspondence to an institutional officer with the responsibility to handle the complaint. If students, parents, or community members need assistance in determining the appropriate institutional officer, they should contact Dr. Kurt Schackmuth, Associate Provost for Student Success and Vice President for Mission at 815.836.5810 or [schackku@lewisu.edu](mailto:schackku@lewisu.edu).

For **human resource matters** (i.e. harassment, improper employee behavior, and bias incidents), please contact Graciela Dufour, Associate Vice President for Human Resources/Title IX Compliance Officer, at 815.836.5548 or [dufourgr@lewisu.edu](mailto:dufourgr@lewisu.edu) or The Compliance Partners (TCP) as described below.

For **business related matters**, including but not limited to fraud, bribery, conflict of interest, please [click here](#) for the Fraud Reporting and Whistleblower Protection Policy. You may also contact either Dr. David Livingston, President at 815.836.5230 or [dlivingston@lewisu.edu](mailto:dlivingston@lewisu.edu); Dr. Kurt Schackmuth, Associate Provost for Student Success and Vice President for Mission at 815.836.5810 or [schackku@lewisu.edu](mailto:schackku@lewisu.edu); to report your concerns. The policy allows faculty, staff, students, officers or trustees, vendors, consultants and anyone else doing business with the University, the opportunity to inform members of the Board of Trustees of any improprieties and remain anonymous.

The University has engaged the services of Signius Communications located in Houston, Texas. Signius Communications provides for the University and other entities throughout the world, a confidential vehicle to report items related to fraud, improprieties, theft, or any other serious matter. This vehicle is available when established lines of communication fail, you wish to maintain anonymity, or you feel more comfortable reporting the problem to a third party. The hotline report is provided directly from the 3<sup>rd</sup> party vendor to the Chair and Vice Chair of the Board of Trustees as well as the Chair of the Audit Committee.

To contact Signius Communications, you may:

Phone: 877-506-8720

Fax: 866-332-2699

Internet: [www.thecompliancepartners.com/lewisu](http://www.thecompliancepartners.com/lewisu)

E-mail: [lewisu@signius.com](mailto:lewisu@signius.com)

#### **All Other Notifications**

While the above established lines of communication should address most concerns, there may be occasion when it does not. If you need to report a situation that does not fit into one of the above categories, you may also use the Signius Communications tool referenced under business related matters above.

In the event that you encounter a serious situation which requires immediate police intervention, please call the Lewis University Police at 815.836.5911 (emergency) or 815.836.5222 (non-emergency).