



Policy stewards: to ensure consistency in terminology across policies and standards, please refer to this policy glossary and use existing definitions when possible.

People

Authorized adult: An individual age 18 or older, paid or unpaid, with university authorization and responsibility for direct supervision of minors, who has successfully cleared a criminal history check, completed required training, and reviewed the Standards of Behavior form.

Bidder: An entity that submits a bid in response to an invitation to bid.

Board of Trustees (“Board”): The governing body for Oregon State University, which manages the affairs of the university by carrying out all the powers conferred on it by law. Under ORS 352.076, Oregon State University trustees are appointed by the Governor and confirmed by the Oregon Senate.

Centers and Institutes Review Team (“Review Team”): A committee appointed by the Vice President for Research (“VPR”) and administered by the Research Office that evaluates existing centers and institutes and makes recommendations to the VPR.

Complainant: A person alleging a violation of this policy or who is allegedly the victim of a person who is alleged to have violated this policy.

Complainant: A person alleging a violation of University Policy 05-001 Sexual Misconduct and Discrimination or who is the individual allegedly negatively impacted by sexual misconduct or discrimination.

Contractor: Any entity having a contract with the university to furnish goods, services or construction.

Data Trustee: The senior university executive with authority for all decisions regarding data usage for university business.

Eligible employee [for faculty paid FMLA]: An unclassified academic or professional faculty member who: Has an appointment of 0.50 FTE or greater; Has been employed for at least 180 days; and, Has a qualifying reason to take family and medical leave, described in the [Family & Medical Leave Handbook](#).

Policy Glossary

Employee: All persons employed by the university, including, but not limited to, academic faculty, professional faculty, classified staff, law enforcement professionals, student employees, and graduate assistants.

Employee: All persons employed by the university, including, but not limited to, unclassified-faculty (both academic and professional), unclassified academic wage appointments, classified staff, temporary employees, and graduate student employees in their employee capacity. Undergraduate student employees are not generally considered employees for purposes of this policy unless they have been specifically notified that they are responsible employees.

Empowered Official: The empowered official is responsible for all transactions that require a U.S. State Department license and is authorized by OSU leadership to sign and process license applications on behalf of the organization.

Executive Policy and Standards Committee (“EPSC”): The university body that advises and makes recommendations to the President about amendments to the UPSM.

Faculty Senate: The governing body for faculty at Oregon State University, representing faculty in all academic and administrative units. It has oversight responsibility regarding academic policies, educational standards, curricula, academic regulations, and faculty welfare, and makes recommendations to university administration.

Foreign National: Anyone who is not a U.S. person, or who is not a lawful permanent resident of the U.S., or who does not have refugee or asylum status in the U.S. Any foreign corporation, business association, partnership, trust, society, or any other foreign entity or group, as well as any international organization or foreign government, is considered a foreign national.

Fully vaccinated means a person who has received their second dose of a COVID-19 vaccine in a 2-dose series and at least two weeks have elapsed since the last dose (e.g., Pfizer or Moderna vaccines), or, a person who has received a single dose vaccine for COVID-19 and at least two weeks have elapsed (e.g., Johnson & Johnson’s Janssen vaccine).

Institutional Official: A person who must access education records to perform their duties including: a person employed by the university in an administrative, supervisory, academic, research or support staff position (including health staff and in some cases, student employees); a person, company or entity with whom the university has contracted (such as an attorney, auditor, collection agent, or service provider); a person serving on the board of trustees; or a student serving on an official committee such as a disciplinary or grievance committee or assisting another institutional official in performing their tasks.

International travel registrar (ITR): A staff member designated by the Provost to maintain the international travel registry and review and coordinate approval or denial of requests to travel to high-risk destinations or U.S. sanctioned territories.

Policy Glossary

Minimally qualified: The designation given to individuals meeting all minimum qualifications that can be known with certainty at a given stage.

Minor: Any individual under the age of 18.

Network Administrator: A staff member within Information Services, or a delegate appointed by Information Services, with authority to install and configure hardware and software for the university network.

Perpetrator: A person who engages in a prohibited activity under this policy.

Person-in-charge: A university employee who is responsible and accountable for compliance and overall administration of a youth program, including programs operated by non-university entities. The person-in-charge is designated by the sponsoring unit administrator.

Policy Advisory Group: A committee that reviews and offers suggestions on improving or clarifying proposed UPSM amendments. The committee is composed of representatives from various university constituencies and is appointed by the Director of University Policy & Standards.

President: The President of Oregon State University.

Professional faculty: An employee holding an administrative professional title, without an assigned academic rank and categorized as professional faculty by the University. Employees who have an underlying tenure appointment and whose administrative position serves at the pleasure of the President, the Provost or a Dean are not included within this definition for the purposes of this policy.4.5. **Mandatory reporter:** An individual required by law to report suspected child abuse. Under Oregon law, all university employees are considered mandatory reporters and must report incidents of child abuse at all times, not just incidents that may occur during working hours or on university property.

Proposer: An entity that submits a response to a request for proposal issued by the university.

Qualified veterans: All U.S. service veterans eligible for the preference, including those defined in Oregon law and in federal regulation.

Reasonable Person: An objective standard referring to a hypothetical reasonable person with a reasonable way of interpreting and reacting to a situation.

Respondent: A person who is alleged to have violated this policy.

Responsible employee: University employees who have the duty to report incidents of sexual misconduct or discrimination. Most OSU employees are responsible employees unless otherwise specified in this policy.

Policy Glossary

Responsible executive: The university official who has responsibility for the development, retirement, and maintenance of a university policy or standard. Responsible executives ensure compliance with, and the implementation and dissemination of, university policies and standards. Responsible executives may be the president, provost, vice presidents, vice provosts, or other executive-level officers.

Student: A person who is or has been enrolled at Oregon State University.

Student: An admitted person demonstrating acceptance of admission through participation in orientation programs or early start programs; a person who is enrolled or dually enrolled; a person enrolled online; a person between academic terms; a graduate awaiting a degree; a person on an approved educational leave; a person currently serving a suspension, including administrative suspension; a person who is not currently enrolled but can register without re-applying; a person who withdraws while a disciplinary matter, including an investigation, is pending; and, a person who is eligible to receive any of the rights and privileges afforded a person who is enrolled.

Subject individual: A person from whom the university may require motor vehicle history records as a condition to provide service as an employee or volunteer. Subject individuals include persons currently serving as an employee or volunteer, or persons who seek appointment as an employee or volunteer, to a position that is designated as requiring driving as an essential function of the position.

Supervised adult: An individual age 18 or older who serves in a program with minors who are under the direct supervision of an authorized adult. Supervised adults do not have unsupervised contact with a minor, meaning an authorized adult is physically present at all times.

Support personnel: Individuals who support operations or administrative functions, but who have no direct access to minors in the context of a youth program.

The Academic Strategies Committee (“ASC”): A committee of the Oregon State University Board of Trustees established to assist the Board of Trustees in its oversight of the teaching, research, and public service missions of the university.

U.S. Person: Any citizen of the U.S., permanent U.S. resident alien, or protected individual (as defined by law), wherever that person is located. U.S. incorporated or organized firms and their foreign branches are considered U.S. persons.

University Representative: A member of the university community, i.e., faculty, staff, or student. For the purposes of this policy, a university representative is anyone with a current ONID account in good standing.

Policy Glossary

University representatives: Employees and volunteers who interact with minors in their capacity as a representative of the university.

Vendor, insured and licensed: A business entity that holds an annual liquor license and any applicable temporary licenses to serve alcohol off-premises, issued by the Oregon Liquor Control Commission (“OLCC”), and that carries general liability and liquor liability insurance at minimum limits satisfactory to the University Director of Insurance and Risk Management Services.

Vendor: Businesses or agencies with which the university has contracted for services or other business needs.

Volunteer: An individual appointed to perform official university duties without compensation or remuneration. The volunteer performs activities at the request of, for the benefit of, and under the supervision of, the university. This includes OSU employees and students serving in a volunteer capacity in a youth program

Youth program personnel: Anyone who will have direct access to minors in the context of a youth program, including authorized adults and supervised adults. This definition does not include support personnel who do not directly interact with minors.

Technology

Cable Plant: Fiber optic and copper cabling at all university locations delivering telephony, life safety systems, data networking, and wireless/cellular phone connectivity supplied by Information Services. Cable plant includes all inter- and intra-building connectivity, pathways, communication rooms, spaces, and underground facilities such as maintenance vaults and conduits.

Data classification: The function of categorizing data and information as Confidential, Sensitive, or Unrestricted in order to maximize the availability of information while restricting access to certain information, as appropriate.

Data management: The function of applying formal guidelines, procedures, and tools to store, access, and share the university’s information.

Data stewards: Individuals responsible for assuring the accuracy and integrity of university data within their area of defined responsibility. Data stewards have regular access to data and are responsible for the management and security of information. Data stewards define processes for the collection and storage of data, recommend appropriate procedures related

Policy Glossary

to institutional data, recommend levels of training, and assure adherence to records retention requirements.

Data systems administrator: Employees responsible for managing information systems, applications, or databases accessed by others, to conduct university business.

Ethernet: A system for connecting a number of computer systems to form a local area network.

Guest Network: A network provided by a commercial party to deliver wireless access for visitors to the university. The guest network is not part of the university network.

Incident response: A series of actions taken in the event of an information security incident. An incident response entails determining the extent of a breach, taking short- and long-term corrective actions, and reporting the details of the incident and the corrective actions to appropriate individuals.

Information security administration: A subset of data management referring to the function of specifying, implementing, and maintaining access controls to ensure that the integrity of data is maintained and that confidential data is protected.

Information security incident: Any real or suspected event that may adversely affect the security of university information or the systems that process, store, or transmit that information. Examples include but are not limited to unauthorized access to data, malware infections, network scanning by an outside entity, denial of service attacks, website defacement, and violations of an OSU security policy.

Internet: An electronic communications network that connects computer networks and organizational computer facilities around the world.

Local Area Network: A Local Area Network (LAN) is a computer network that links devices within a building or group of adjacent buildings.

Third-party information technology services: Non-university entities that have been contracted to perform specific information technology services for the university. Examples of third-party information technology services include, but are not limited to, Software as a Service (SAAS), Infrastructure as a Service (IAAS), or “Cloud” services.

University data: All information created, stored, sent, or received by university employees, students, and affiliates as part of their capacity as members of the university community. The terms “data” and “information” are used synonymously in this policy.

University Network: The infrastructure and equipment that connects computing devices to enable the exchange of data and information within the university, and by connecting to the

Policy Glossary

Internet, with the world. The university network includes both the physically wired and wireless networks.

Wi-Fi Network: A wireless local-area network that uses radio waves to connect devices to the university network and the Internet.

Academic & Business Operations

Acceptable Driver License: A regular, temporary, or commercial license that is: Lawful, current, and valid; Issued by the state or country where the employee or volunteer actually resides; Legal to use in the jurisdiction where the driver is driving; and, Valid for the type of driving to be done.

ADA parking: Parking space(s) designated by signage, and reserved for motorized vehicles displaying a valid Americans with Disabilities Act (“ADA”) disabled persons parking permit issued by a Department of Motor Vehicles (“DMV”) along with a valid OSU permit.

Addendum or addenda: An addition to, deletion from, material change in, or general interest explanation of the solicitation document.

Amendment: An agreed to addition to, deletion from, correction or modification of agreement or contract.

Animal: Any bird, reptile, or mammal.

Award: The presentation of a contract to the selected offeror.

Bid: A binding offer submitted by an entity in response to an invitation to bid issued by the university.

Break in service: full separation from university employment, regardless of the duration, constitutes a break in service.

Campus core: An area where motorized vehicle access is restricted to prioritize pedestrians, non-motorized vehicles, and transit. May also be referred to as the Pedestrian/Bicycle Priority Zone.

Change order: A written alteration to a contract or purchase order, signed by the university in accordance with the terms of the contract, unilaterally directing the contractor to make changes.

Policy Glossary

Child abuse: Under Oregon law, the following are considered abuse of a minor: Any assault or physical injury caused by non-accidental means, including any injury which appears to be at variance with the explanation given for the injury; Any mental injury, including observable and substantive impairment of the child's mental or psychological ability to function caused by cruelty to the child; Rape of a child, which includes but is not limited to rape, sodomy, unlawful sexual penetration and incest); Sexual abuse, as described in Oregon Revised Statute chapter 163; Sexual exploitation, which includes contributing to the sexual delinquency of a minor, or allowing, permitting, encouraging or hiring a child to engage in prostitution or to patronize a prostitute; Negligent treatment or maltreatment, including failure to provide adequate food, clothing, shelter or medical care to a minor; Threatened harm, which means subjecting a minor to a substantial risk of harm to their health or welfare; Buying or selling of a person under 18; Permitting a person younger than 18 years of age to enter or remain in or upon premises where methamphetamines are being manufactured; or Unlawful exposure to a controlled substance that subjects a child to a substantial risk of harm to the child's health or safety.

Close Contact is someone who was within 2 meters (6 feet) of an infected person for at least 15 minutes within a 24-hour period starting from 2 days before illness onset (or, for asymptomatic cases 2 days prior to positive specimen collection) until the time the patient is isolated.

Closing: The date and time specified in a solicitation document as the deadline for submitting offers.

Common or shared space means an area where individuals may interact such as a restroom, breakroom, hallway, elevator, lobby, classroom, large room with cubicles, meeting rooms, conference rooms and any area open to the public.

Commuter Parking Zones: Parking zones for use by non-campus residents.

Compact vehicle: A small motorized vehicle that does not exceed 5'6" wide by 15'6" long.

Competitive process: A method by which the university attempts to obtain offers from adequate number for favorable terms which may include price, quality, promptness of delivery, and/or service for the same specifications and requirements.

Confidential offices: Offices designated as "confidential" will not report any information to the Office of Equal Opportunity and Access or the Title IX Coordinator without the permission of the complainant. These offices are not offices of notice to the university.

Consent: Knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity.

Policy Glossary

Construction: Any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure, or preparation of a building site.

Contract price: The maximum monetary obligation the university either will or may incur under a contract including any addenda, approved alternates, bonuses, incentives and contingency amounts if the contractor fully performs under the contract. The contract price includes all phases of work known or anticipated at the time of award even if such phases are anticipatory or contingent on other factors.

Contract: All types of agreements, regardless of what they may be called, for the acquisition of goods, services or construction.

Conviction: When a court of law has entered a final judgment on a verdict or finding of guilt, a plea of guilty, or a plea of nolo contendere (no contest).

Criminal History Check: The review of any and all criminal records containing any information collected and stored in a state or county repository or the criminal records repository of the Federal Bureau of Investigation.

Days: Calendar days, including weekdays, weekends, and holidays, unless otherwise specified.

Deemed Export: A release or transmission of information or technology subject to export controls to any foreign national in the U.S., including graduate students and training fellows. Such a release of information is considered to be an export to the foreign national's home country.

Direct supervision: The monitoring of minors, as well as their activities and interactions, by sight and sound.

Directory Information: Student's name, current mailing address and telephone number, OSU e-mail address, campus office address, student's home city, county, state, country; class standing, college and major field of study, student level (grad, undergrad, etc.), full-time or part-time enrollment status, status as a graduate teaching assistant or graduate research assistant and hours of service, participation in officially recognized activities and sports, dates of attendance, anticipated graduation date, degrees, honors, or awards received, date(s) of degree(s), and most recent previous educational institution attended by student.

Education Exemption: As defined by 15 CFR 734.3(b)(3)(iii), access to technology or software released by instruction in a catalog course or associated teaching laboratory of an academic institution is not subject to the export control laws.

Education Record: Records directly related to a student which are maintained by Oregon State University or by a person/agent/agency acting for the university.

Policy Glossary

Educational policy: Policies pertaining to matters within the purview of the faculty under ORS 352.146.

Electric Vehicle: A plug-in electric motorized vehicle, limited to automobiles, trucks, and motorcycles.

Emergency: An unexpected, serious situation that creates a significant risk of loss, damage, interruption of service, or threat to public health or safety that requires prompt action to remedy the condition.

Entity: A natural person capable of being legally bound, sole proprietorship, corporation, partnership, limited liability company, limited partnership, profit or non-profit unincorporated association, business trust, two or more persons having a joint or common economic interest, or a government or governmental subdivision.

Export License Exception: An authorization that allows the export or re-export, under specific conditions, of items that would normally require a license.

Export License: A written authorization provided by the appropriate governing regulatory authority detailing the specific terms and conditions under which export or re-export of export controlled items is allowed.

Export: Any item (e.g., commodity, software, technology, or equipment) or information, or data, sent from the U.S. to a foreign destination is considered an export. Examples of exports include the actual shipment of goods, as well as the transfer of written documents or information via email, phone, fax, internet, and verbal conversations. All “deemed exports” as described above are also an export.

Face coverings: A face covering is an item affixed to the face to help prevent the spread of the COVID-19 virus, including cloth garments that cover the nose and mouth, and medical-grade disposable masks. This definition and policy exclude face coverings that incorporate a valve to facilitate easy exhalation, mesh masks, lace masks, or other coverings with openings, holes, or visible gaps in the design, material or vents.

Face shields: A clear plastic shield that covers the forehead, extends below the chin, and wraps around the sides of the face.

Fiscal Activities: All activities under the purview of the Controller’s Office (Business Affairs; Financial Accounting and Analysis; Procurement, Contracting and Materials Management-PCMM; Business Centers; and Treasury), including but not limited to the following: Revenue and Receivables; Payroll; Procurement and Contracting; Vendor and Employee Payments (including reimbursements and travel); Financial Accounting; Asset Accounting; Investment Accounting; and University Fee Book (excluding tuition and mandatory fee policy reserved for the Board).

Policy Glossary

Fiscal Policy Manual: The official university reference for all fiscal rules as they apply to financial transactions conducted by university operating units.

Fiscal Policy Program: The program administered by the Controller's office tasked with the development and maintenance of the university's fiscal policies and associated rules, guided by the core values of accessibility, clarity, customer service, internal control and stewardship of resources, as well as the Division of Finance and Administration's mission of providing "leadership, innovative services, creative solutions, and integrated systems... through collaborative stewardship of human and financial resources within an environment of transparency and exemplary service."

Fundamental Research: As defined by National Security Decision Directive 189 ("NSDD 189"), fundamental research means basic and applied research in science and engineering, the results of which ordinarily are published and shared broadly within the scientific community, as distinguished from proprietary research and from industrial development, design, production, and product utilization, the results of which ordinarily are restricted for proprietary or national security reasons. Information that results from fundamental research is not subject to export control.

Health and Safety: For the purposes of this policy, the terms health and safety relate to occupational and environmental health and safety issues. Occupational and environmental health and safety generally entails promoting the physical safety and welfare of employees and preventing and reducing accidents, injuries, emergencies, and health issues in OSU workplaces, along with preventing and reducing any environmental damage that could result from work practices.

High-risk destinations: Countries, regions, or cities under current U.S. Department of State Travel Advisory Level 3 or Level 4, or a Centers for Disease Control and Prevention (CDC) Travel Health Notice of Warning Level 3. The university may also apply the designation "high-risk" to locations that pose a specific health, safety or security concern as indicated by sources other than the U.S. Department of State and Centers for Disease Control and Prevention, such as individual U.S. embassies or consulates, the World Health Organization, insurers or travel providers.

Housekeeping amendment: An amendment to the UPSM that does not materially affect the university community or the public at large including, but not limited to, amendments to: Update references to statutes or officials due to statutory changes; Retire university policies and standards that are no longer necessary or relevant due to statutory changes or Board of Trustees actions or when superseded by other university policies or standards or applicable law; Update university policies or standards to reflect changed or adopted names of a university unit or program; Correct spelling, punctuation, or formatting; Correct grammatical mistakes in a manner that does not alter the scope, application, or meaning of the university policy or standard; Correct references to unit rules or other university policies or standards;

Policy Glossary

Update or correct contact information referred to in the university policy or standard; or, Update or correct web links.

Indoor Spaces means anywhere indoors, including but not limited to public and private workplaces, businesses, indoor areas open to the public, building lobbies, common or shared spaces, classrooms, elevators, bathrooms, transportation services and other indoor space where people may gather for any purpose. Examples include classrooms, dining centers (except while seated to consume food/drink), recreation centers, indoor sports venues, conference and event centers and spaces, service centers, front desks, and offices that are not private individual workspaces (see definition below). Indoor spaces do not include private individual workspaces used for work by one individual at a time (see definition below).

Inhalant delivery system or instrument: Cigar, cigarette, pipe, electronic cigarette, vape pen, or other devices intended to simulate smoking and enable the consumption of tobacco products.

Internal Control. A process, affected by the OSU Board of Trustees, management, and other personnel, designed to provide reasonable assurance regarding the achievement of objectives in the following categories: Effectiveness and efficiency of operations; Reliability of financial reporting; and, Compliance with applicable laws and regulations.

International travel registry: A secure online database of Oregon State University international travelers, housed in an office designated by the Provost.

International travel: Travel undertaken outside of the 50 United States or its territories.

International Traveler Risk Committee (ITRC): A committee tasked with assessing and advising the Senior Vice Provost and ITR on risks related to international travel.

Invitation to bid: A formal request to obtain competitive offers from entities including prices based on the specifications, scope of work and contractual terms and conditions identified in the request. This is a process where the basis for award of the contract, when all requirements or selected options included in the request are met, is price.

Leash: Any rope, strap, chain, or similar device not exceeding six feet in length, held in the hand of a person capable of controlling the animal to which it is attached.

License Plate Recognition ("LPR"): Use of software and hardware to recognize vehicle license plates.

Major academic units: Colleges, schools, departments, centers, institutes, and any other academic units as determined by the President.

Major University Research Centers & Institutes ("MURCI"): A subset of university research centers or institutes that are designated by the Board of Trustees as a MURCI, are funded or

Policy Glossary

report centrally, and which are established on a continuing basis for the coordination, promotion, and funding of strategic university interests that transcend college, or even university boundaries.

Meter: A machine next to a parking space in a street or parking lot, into which the driver submits payment so as to be authorized to park the motorized vehicle for a particular length of time. May also refer to a multi-space pay station or mobile payment application for a lot or area within a lot.

Motor vehicle history check: The review of any and all records related to operating a motor vehicle or other pertinent information collected and stored in a state or county repository. If records are collected or stored outside the State of Oregon, a motor vehicle history check may include any and all records related to operating a motor vehicle or other pertinent information collected according to local state rules or laws.

Motorcycle: A self-propelled motorized vehicle, with or without a side-car, equipped with three or fewer wheels and a motor that can travel greater than 15 mph. This includes mopeds.

Motorized Vehicle: Any type of motor-powered or alternative-powered conveyance including, but not limited to, automobiles, trucks, utility/golf carts and motorcycles.

Non-motorized vehicles: Bicycles, skateboards, skates, scooters, and other conveyances that lack a motor. Motor-assisted scooters or bicycles that cannot travel more than the speed limits approved by ORS 801.348 and ORS 801.258 are also considered non-motorized vehicles for the purposes of this university standard.

Non-subject records: Other university-held information, as well as university public records, that are not subject records. Non-subject records include, but are not limited to: Messages on voice mail or on other telephone message storage and retrieval systems; University Public Records that are duplicates by reason of being photocopies or electronic copies; Transmittal and acknowledgment letters or emails; Spam, advertising, and announcements; Correspondence or notes pertaining to reservations of accommodations or scheduling of personal visits or appearances; Private emails or other messages or records that do not relate to University business or activities; Electronic text messages sent from one cellphone to another; Superseded drafts of letters or emails, minutes, notes, memoranda, reports, or articles; Desk, telephone, or meeting notes intended for temporary or personal use; Daily calendar or scheduling information; A stock of publications; Library and museum materials made or acquired and preserved solely for reference or exhibition purposes; Any metadata associated with a non-subject record.

Non-university event: An event sponsored by a third party or non-university entity that has undergone an event approval process to be hosted on university-owned or -controlled property.

Policy Glossary

Offeror: An entity who submits a response to a solicitation document.

Other governance documents: Other policies, statements, rules, and procedures that do not warrant inclusion in the UPSM.

Other university-held information: Records or other materials, regardless of physical form or characteristic, made, received, filed or recorded at the university that are not university public records.

Outdoor space means anywhere outdoors where people from separate households may gather for any purpose, including but not limited to public and private workplaces, shared or common spaces, outdoor sports fields, venues, parks, and rooftop terraces. An outdoor space does not include outdoor areas that are part of a private residence.

Parked: When a vehicle is stopped or standing, regardless of the period of time or whether a driver is present in or with the vehicle, unless the vehicle is stopped or standing for reasons beyond the driver's reasonable control.

Parking space: Any space marked by painted lines or curbs, and not marked as a "No Parking" area.

Permit: Permission to park a vehicle on university property with a physical or virtual permit given to a person for one or more vehicles registered with Transportation Services and paid to park for a defined period. Physical permits must be conspicuously displayed on vehicles. Virtual permits are identified by the vehicle's license plate.

Private individual workspace means an indoor space within a public or private workplace used for work by one individual at a time that is enclosed on all sides with walls from floor to ceiling and with a closed door.

Property: Any campus, structure, street, landmark, or subpart thereof, or any other physical improvement owned or operated by the university.

Proposal: A binding offer submitted by an entity in response to a request for proposal issued by the university.

Public improvement: A project for construction, reconstruction, or major renovation on real property by or for the university. Public improvement does not include: Projects for which no funds of the university are directly or indirectly used, except for participation that is incidental or related primarily to project design or inspection; or, emergency work, minor alteration, ordinary repair or maintenance necessary to preserve a public improvement.

Public work: Defined by the Bureau of Labor and Industries (BOLI) in Oregon Revised Statute 279C.800 (6).

Policy Glossary

Request for proposal: A formal request to obtain competitive offers from entities including various information, which may or may not include pricing, based on the specifications, scope of work and contractual terms and conditions identified in the request. This is an evaluative process where the predominant criteria or basis for award of the contract is not price.

Research Council: A standing body of the Oregon State University Faculty Senate that establishes faculty policies for matters pertaining to sponsored research activities.

Reserve contract: A legally binding agreement that may be awarded as a result of the reserve contracting program to provide services on an as-needed and non-exclusive basis for the university.

Residence hall parking zones: The parking zones for use by on-campus residents.

Responsible: When an entity has demonstrated their ability to perform satisfactorily under a contract by meeting the applicable standards of responsibility outlined in Sec. 5.16.3.i.

Responsive: When the solicitation response is substantially compliant in all material respects with the criteria outlined in a solicitation document.

Sanctioned countries and entities: Countries and entities subject to United States trade or economic restrictions. The lists of sanctioned countries and entities are administered by the U.S. Treasury Department's Office of Foreign Assets Control (OFAC), U.S. Department of Commerce Bureau of Industry and Security Lists of Parties of Concern, and the International Traffic in Arms Regulations (ITAR) found on the U.S. Department of State Directorate of Defense Trade Controls websites. See Sec. 8 for links to these resources; a compiled list of sanctioned countries or entities can also be found here:

<http://research.oregonstate.edu/export/international-travel>.

Screening categories ("categories"): A tool for grouping similarly qualified candidates based on assessment of qualifications and most current information.

Sealed: A solicitation response to a solicitation document that has not been opened by the university or a solicitation response delivered by electronic means that has not been distributed beyond university personnel responsible for receiving the electronically submitted solicitation response.

Sexual misconduct or discrimination: Discrimination based on sex, gender, gender identity or expression, or sexual orientation, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, non-consensual sexual activity, sexual exploitation, intimate partner violence, and stalking.

Signage: Signs placed by the university to communicate regulatory information. Signage may be posted or painted on the pavement or curbs.

Policy Glossary

Signed: Any mark, word, or symbol that is made or adopted by an entity indicating an intent to be bound.

Smoking: Inhaling or exhaling smoke from, or burning or carrying, any lighted smoking instrument, or using an electronic cigarette or device intended to simulate smoking.

Social distancing, also called “physical distancing,” means keeping the health authority-recommended distance between yourself and other people who are not from your household. To practice social or physical distancing, stay at least 6 feet (about 2 arm lengths) from other people who are not from your household.

Sole source: The only entity or only suitable entity of a particular product or service reasonably available, including when only one source can meet critical parameters or timeframes in order to meet the research and/or business needs of the university.

Solicitation document: A document used in a formal procurement soliciting two or more qualified sources by public notice for the same specifications and requirements.

Solicitation response: A binding offer submitted by an entity in response to a solicitation document issued by the university.

Specifications: A description of the physical, functional, or performance characteristics, or of the nature of the goods, services or construction, including any requirement to be satisfied by a product, material or process indicating, if appropriate, the procedures to determine whether the requirements are satisfied.

Sponsoring unit: The university department, college, administrative unit, professional school, Extension Service, research facility, or branch campus that offers a youth program or gives approval for the use of university property, resources or brand for a youth program, and is responsible and accountable for youth safety compliance. The sponsoring unit is represented by a Dean, Director, Department Head, or designee who has departmental or unit oversight and with authority to approve/deny programs.

Student participation/involvement: Broadly defined as student presence in all proceedings regarding educational processes along with the opportunity for student voice and input, which shall be collected with a guarantee of being taken into consideration in decision-making processes. All shared governance members, which are the ASOSU, OSU Administration, and the Faculty Senate, will collectively discuss and strive for consensus on where student voice is appropriate.

Subject records: University public records identified in the General Schedule, in a unit schedule, or in a federal or state law prescribing a retention period for such records, provided that subject records do not include any university public records defined as non-subject records.

Policy Glossary

The Special Collections and Archives Research Center: A unit of the OSU Libraries and Press that is the repository for university public records with long-term historical value and is responsible for the preservation of and access to those materials.

Third party-owned mobility device: A bike, scooter, or similar transportation device that is not personally owned. An electric scooter that is part of a rental fleet is an example of a third party-owned mobility device.

Tobacco Product: Any substance containing tobacco leaf, including but not limited to, cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidis, blunts, clove cigarettes or any other preparation of tobacco; and any product or formulation of matter containing biologically active amounts of nicotine that is manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into the human body.

Trailer: An unpowered vehicle designed to be towed by another vehicle.

Transportation Services: Refers to the university department responsible for managing parking, including fines and appeals.

Unit rules: Mechanisms for administering or implementing operations that apply solely within a university unit or function. Unit rules are generally applicable only to the unit or functions over which that unit has authority. Unit rules are developed and approved by the unit and do not go through the university policy process described in this standard. University policies and standards supersede unit rules. Unit rules may not conflict with university policies or standards.

Unit schedule: A university unit-specific records retention schedule.

University Core Facility (“Core Facility”): A unit established on a continuing basis for the provision of strategically important research services that are significantly beyond the budget or skill of a single investigator, or that are significantly more efficient if provided centrally. Its services may be provided intramurally or extramurally. Core facilities are multidisciplinary in nature and report to the Research Office.

University event: An event sponsored by a university office, department, unit, program, or other university entity that takes place either on or off university-owned or -controlled property.

University Policy and Standards Manual (“UPSM”): The collection of President-approved university policies and university standards.

University policy: A governing statement and set of expected behaviors that enhances the university's mission, promotes operational efficiencies, manages institutional risk, and helps

Policy Glossary

ensure coordinated compliance with applicable laws, regulations, and collective bargaining agreements. While a university policy is enforceable against employees, students, agents, contractors, licensees, volunteers and program participants, it does not have the force of law for purposes of ORS 352.087(1)(m). University employees, students, agents, contractors, licensees, volunteers, program participants and applicants for admission to or employment with the university are subject to university policies.

University public record: For purposes of this university standard, university public records include any book, document, paper, file, photograph, sound recording, computerized recording in machine or electronic storage, records or other materials, regardless of physical form or characteristic, made, received, filed or recorded at the university pursuant to law or in connection with the transaction of any university business or activity, whether or not confidential or restricted in use. University public records could be considered subject or non-subject records, depending on factors outlined in those definitions above.

University Research Centers (“Centers”): A research, public service, or teaching unit established on a continuing basis for the coordination, promotion, and funding of strategic university interests that transcend college or even university boundaries, and which report to the Research Office. A center provides an organizational base for the enhancement of interactions in a given academic area or closely related areas. Centers exist primarily to foster research, public service, and/or teaching activities that are focused around one topic, issue, or goal but typically require the efforts of faculty or other professionals from several departments, schools, or colleges throughout the university. A center may provide the infrastructure support functions needed by a group of faculty with shared education, research, or service interests and may occupy contiguous space. Funding may be provided intramurally or extramurally.

University Research Institutes (“Institutes”): An organized research unit established on a continuing basis primarily for the coordination and promotion of faculty research interests, which reports to the Research Office. Institutes are generally composed of multiple centers and staffed by individuals who are recognized authorities in a particular field or subject. The breadth of research projects conducted by institutes transcends department, school, college, or even the university’s boundaries. Public service activities and programs related to and arising from research conducted within an institute help advance institutional goals. An institute focuses on research, provides opportunities for interdisciplinary activity, facilitates efforts to obtain extramural funding, and serves as a link between the academic and professional communities.

University seal: An official symbol of the identity of the university that is reserved for use on documents or forms of the highest official rank.

University standard: A governing statement and set of expected behaviors broadly relevant throughout the university and to those who interact with the university, that enhances the

Policy Glossary

university's mission, promotes operational efficiencies, manages institutional risk, or helps ensure coordinated compliance with applicable laws and regulations. University standards are enforceable against employees, students, agents, contractors, licensees, volunteers, program participants and other individuals while on university owned or controlled property, and have the force of law for purposes of ORS 352.087(1)(m).

University-hosted youth program: Any event or activity that meets the following criteria: (1) Involves minors who are unaccompanied by their parent or guardian; (2) Is operated by a third-party contractor, consultant, vendor, student-run organization or other non-university entity or individual, including a member of the university community who is operating independently and not on behalf of the university; and (3) Takes place on university-owned or controlled property.

University-operated youth program: Any event or activity that meets the following criteria: (1) Involves minors who are unaccompanied by their parent or guardian; (2) Is offered by a university representative or unit; and (3) Takes place either on or off university property.

University-sponsored international travel: Any academic or business travel taken by university faculty, staff, students and all others that is authorized, funded, coordinated, or administered by the university. Such travel may include but is not limited to teaching, research, official study abroad programs, internships, volunteer or work programs and other experiential learning, field studies, performances, athletic contests and trips abroad in connection with a university recognized student organization, academic or administrative unit. It includes all research-related travel, including that funded by extramural grants and contracts.

UPSM amendment (or “amendment”): Any substantive change made to the UPSM, including the adoption, revision, or retirement of a university policy or university standard.

Utility/golf carts, utility cart, or golf cart: A motor or electric vehicle that has not fewer than three wheels in contact with the ground; has an unloaded weight less than 1,300 pounds; and is designed to be and is operated at not more than 15 miles per hour.

Work: The furnishing of all materials, equipment, labor, transportation, services, and incidentals necessary to successfully complete any individual item or the entire contract and carrying out and completion of all duties and obligations imposed by the contract.

Policy Glossary

Index

Acceptable Driver License.....	7	Education Exemption	9
ADA parking:.....	7	Education Record	9
Addendum or addenda	7	Educational policy	10
Amendment	7	Electric Vehicle	10
Animal	7	Eligible employee	1
Authorized adult.....	1	Emergency	10
Award.....	7	Employee	2
Bid	7	Empowered Official.....	2
Bidder.....	1	Entity	10
Board of Trustees.....	1	Ethernet.....	6
Break in service.....	7	Executive Policy and Standards Committee	2
Cable Plant.....	5	Export	10
Campus core	7	Export License	10
Centers and Institutes Review Team	1	Export License Exception	10
Change order	7	Face coverings	10
Child abuse	8	Face shields	10
Close Contact	8	Faculty Senate	2
Closing	8	Fiscal Activities.....	10
Common or shared space	8	Fiscal Policy Manual	11
Commuter Parking Zones.....	8	Fiscal Policy Program	11
Compact vehicle	8	Foreign National.....	2
Competitive process.....	8	Fully vaccinated.....	2
Complainant	1	Fundamental Research.....	11
Confidential offices	8	Guest Network	6
Consent.....	8	Health and Safety.....	11
Construction.....	9	High-risk destinations	11
Contract	9	Housekeeping amendment.....	11
Contract price.....	9	Incident response.....	6
Contractor	1	Indoor Spaces	12
Conviction.....	9	Information security administration.....	6
Criminal History Check	9	Information security incident	6
Data classification	5	Inhalant delivery system or instrument.....	12
Data management	5	Institutional Official.....	2
Data stewards	5	Internal Control.....	12
Data systems administrator	6	International travel	12
Data Trustee	1	International travel registrar.....	2
Days	9	International travel registry.....	12
Deemed Export.....	9	International Traveler Risk.....	12
Direct supervision.....	9	Internet.....	6
Directory Information	9	Invitation to bid.....	12

Policy Glossary

Leash	12	Sanctioned countries and entities	15
License Plate Recognition	12	Screening categories	15
Local Area Network	6	Sealed	15
Major academic units	12	Sexual misconduct or discrimination.....	15
Major University Research	12	Signage	15
Meter	13	Signed	16
Minimally qualified	3	Smoking	16
Minor	3	Social distancing.....	16
Motor vehicle history check.....	13	Sole source	16
Motorcycle.....	13	Solicitation document	16
Motorized Vehicle	13	Solicitation response.....	16
Network Administrator	3	Specifications	16
Non-motorized vehicles	13	Sponsoring unit	16
Non-subject records	13	Student	4
Non-university event.....	13	Student participation/involvement	16
Offeror	14	Subject individual	4
Other governance documents	14	Subject records.....	16
Other university-held information.....	14	Supervised adult.....	4
Outdoor space	14	Support personnel.....	4
Parked	14	The Academic Strategies Committee	4
Parking space.....	14	The Special Collections and Archives Research Center	17
Permit	14	Third party-owned mobility device.....	17
Perpetrator	3	Third-party information technology services ...	6
Person-in-charge	3	Tobacco Product.....	17
Policy Advisory Group.....	3	Trailer.....	17
President.....	3	Transportation Services	17
Private individual workspace.....	14	U.S. Person	4
Professional faculty	3	Unit rules	17
Property	14	Unit schedule	17
Proposal	14	University Core Facility.....	17
Proposer.....	3	University data	6
Public improvement	14	University event	17
Public work	14	University Network	6
Qualified veterans	3	University policy.....	17
Reasonable Person	3	University Policy and Standards Manual	17
Request for proposal	15	University public record.....	18
Research Council	15	University Representative.....	4
Reserve contract.....	15	University representatives.....	5
Residence hall parking zones	15	University Research Centers.....	18
Respondent.....	3	University Research Centers (“Centers”)	18
Responsible.....	15	University Research Institutes.....	18
Responsible employee.....	3	University seal	18
Responsible executive.....	4	University standard	18
Responsive.....	15		

Policy Glossary

University-hosted youth program.....	19	Vendor, insured and licensed.....	5
University-operated youth program	19	Volunteer.....	5
University-sponsored international travel.....	19	Wi-Fi Network	7
UPSM amendment	19	Work	19
Utility/golf carts, utility cart, or golf cart.....	19	Youth program personnel	5
Vendor	5		