



Phi Sigma Pi National Honor Fraternity's Executive Leadership Program Policies and Procedures

At Phi Sigma Pi National Honor Fraternity, we take pride in maintaining a high standard of excellence in our Executive Leadership Program. Our commitment to quality education and assessment is reflected in our well-defined policies and procedures. Here's an overview of our comprehensive framework:

1. Qualifications of Employees/Volunteers:

We require qualifications for all individuals involved in the development, delivery, and maintenance of our education and assessment programs. Our staff members and volunteers are carefully selected based on their expertise, experience, and dedication to promoting leadership excellence. Qualifications include but are not limited to:

- One (1) year of active membership/employment
- Experience in higher education or leadership development
- Strong communication skills (written and verbal)
- Strong analytical and problem-solving abilities.
- Dedication to the program's objectives and a willingness to commit time and effort consistently.
- Cultural awareness and sensitivity to work effectively with a diverse group of participants from various backgrounds
- Eagerness to continue learning and staying updated with the latest trends and best practices in leadership.
- Ability to handle sensitive information with confidentiality and discretion.

2. Development and Maintenance of Education/Training:

Our education and training courses are developed and regularly updated to ensure relevancy and effectiveness. We employ industry best practices and collaborate with subject matter experts to create engaging and informative content. Courses are developed from HRDQ's Reproducible Training Library.

3. Methods of Education/Training Delivery:

We utilize an online learning management platform to deliver our education and training materials providing an enriching experience for all participants. This method allows the program to be accessed by all members and participants.

4. Development and Maintenance of Assessments:

Our assessments are carefully crafted to measure participants' progress and proficiency accurately. We continuously refine our assessment tools to align with the program's learning objectives and ensure their effectiveness. Regular reviews of the assessments are done to ensure alignment with program objectives and participant learning outcomes.

5. Methods of Assessment Conduct:



We employ methods to conduct assessments, incorporating both formative and summative evaluations. These evaluations are created to maintain consistency and fairness, guaranteeing a standardized assessment process for all participants.

6. Types of Assessments and Participant Evaluation:

Participants undergo various types of assessments, including activities, reflection questions and quizzes. These assessments are thoughtfully designed to evaluate participants' skills, knowledge, and leadership capabilities accurately.

7. Feedback Provided to Participants

Participants receive feedback from the quizzes taken on correct and incorrect answers. Constructive feedback is provided to participants based on essay and discussion questions submitted.

7. Documented Quality:

We maintain comprehensive documentation of all aspects of our program, including policies, assessments, feedback, and participant progress. This record-keeping allows us to track quality standards, identify areas of improvement, and continuously enhance our offerings.

At Phi Sigma Pi National Honor Fraternity, we are dedicated to providing an exceptional Executive Leadership Program experience. Our defined policies and procedures guarantee a structured and enriching educational journey for all participants. These policies and procedures are essential to ensure the consistency, quality, and effectiveness of Phi Sigma Pi's Executive Leadership Program. Regular reviews and updates of these policies are crucial to adapting to changing educational needs and industry best practices.



Phi Sigma Pi National Honor Fraternity's Executive Leadership Program Policies and Procedures: Participant Conduct

At Phi Sigma Pi National Honor Fraternity, we uphold the integrity and credibility of our Executive Leadership Program. To maintain a fair and respectful learning environment, we have established clear policies and procedures to address any misconduct by participants. Here's an overview of our guidelines regarding participant conduct:

1. Misrepresentation of Identity or Eligibility Status:

Participants are expected to provide accurate information about their identity and eligibility status. Misrepresentation, including false identity or eligibility claims, is strictly prohibited. Any participant found misrepresenting themselves will face immediate consequences, including potential disqualification from the program.

2. Unauthorized Assistance on Assessments:

Participants are required to complete assessments independently and without unauthorized assistance. Collaborative efforts, sharing answers, or seeking external help during assessments are considered violations of program integrity. Participants found giving or receiving unauthorized assistance will face disciplinary actions, which may include disqualification from the program.

3. Professional Certification Claims:

Participants must not claim, state, or imply that the Executive Leadership Program certificate is a professional certification recognized by external organizations or regulatory bodies. The certificate signifies completion of our program and is not affiliated with any professional certification board. Any false claims regarding the certificate's professional status will result in corrective measures and potential program termination.

4. Other Violations of Policies:

Engaging in any other violations of program policies, including disruptive behavior, harassment, plagiarism, or any form of dishonesty, is strictly prohibited. Participants found in violation of these policies will be subject to appropriate disciplinary actions, which may range from warnings and temporary suspensions to permanent expulsion from the program.

We take participant conduct seriously and are committed to ensuring a positive and respectful learning experience for all. Our defined policies and procedures enable us to maintain the program's integrity and uphold the values of Phi Sigma Pi National Honor Fraternity.



Phi Sigma Pi National Honor Fraternity's Executive Leadership Program Standard Operating Procedure (SOP)

1. Purpose:

The purpose of this Standard Operating Procedure (SOP) is to establish guidelines for the review, approval, updating, and maintenance of records, documents, and materials related to the Executive Leadership Program (ELP). It also outlines procedures for ensuring confidentiality and compliance with retention and disposal guidelines.

2. Responsibilities:

2.1 Program Coordinator, Director of Leadership Advancement:

- **Review and Approval:** The Director of Leadership Advancement is responsible for reviewing and approving all records, documents, and materials related to the ELP.
- **Updating:** Ensure that all program materials are kept up-to-date and relevant.
- **Confidentiality:** Safeguard sensitive information and ensure that it is only accessible to authorized personnel. Handles program-related information with confidentiality and ensures that it is shared only with authorized individuals.
- **Retention and Disposal:** Adhere to the organization's retention policies and guidelines for secure disposal of outdated records and materials.
- **Documentation:** Maintain accurate and comprehensive records of program activities, participants, and outcomes.

3. Review and Approval Process:

- **Review:** The Director of Leadership Advancement reviews the records, documents, and materials that need updating for accuracy, relevance, and compliance with program standards.
- **Approval:** Approved materials are documented, dated, and stored securely for future reference.

4. Updating Procedures:

- **Identification:** The Director of Leadership Advancement identifies outdated or irrelevant materials that need updating.
- **Revision:** Revised materials are sent to the Executive Director for review and approval.
- **Distribution:** Updated materials are distributed to relevant stakeholders and old versions are replaced.

5. Confidentiality:



- Access Control: Access to sensitive program materials is restricted to authorized personnel only.
- Data Protection: Electronic records are password-protected and on a secure database.

6. Retention and Disposal:

- Retention: Program materials are retained according to the organization's retention policies, which specify the duration for which records must be kept.
- Disposal: Outdated materials are securely shredded, deleted, or otherwise rendered unreadable to prevent unauthorized access.

7. Record Keeping:

- Documentation: The Director of Leadership Advancement maintains a record of all approved, updated, and disposed materials, including dates and reasons for changes.
- Auditing: Regular audits are conducted to ensure compliance with these SOPs and organizational policies.

9. Review of SOP:

- Frequency: These SOPs are reviewed annually or as needed to ensure relevance and effectiveness.
- Revision: Any necessary revisions are made, and staff members are informed of the changes.

10. Compliance:

Failure to comply with these SOPs may result in disciplinary action as per the organization's policies.



Phi Sigma Pi National Honor Fraternity's Executive Leadership Program Confidentiality Policies and Procedures

1. Policy Statement:

The Executive Leadership Program (ELP) recognizes the importance of safeguarding confidential information, including records, documents, and data related to the program. This policy establishes guidelines to ensure the confidentiality, integrity, and availability of program-related information, and outlines procedures for handling, storing, and sharing confidential data. Additionally, this policy includes a procedure to inform stakeholders in the event of a data breach.

2. Confidential Information:

Confidential information includes but is not limited to program materials, participant records, financial data, strategic plans, and any other sensitive information related to the ELP.

3. Handling and Storage:

- **Access Control:** Access to confidential information is restricted to authorized personnel only, based on need-to-know basis.
- **Data Encryption:** Electronic confidential data is stored and transmitted in encrypted form to prevent unauthorized access.
- **Physical Security:** Physical documents containing confidential information are stored in locked cabinets and accessed only by authorized personnel.
- **Disposal:** Confidential records are securely shredded, deleted, or otherwise rendered unreadable before disposal.

4. Sharing and Disclosure:

- **Third Parties:** Confidential information is not disclosed to third parties without explicit written consent from the Director of Leadership Advancement and participants.
- **Authorized Sharing:** Information may be shared within the organization on a need-to-know basis to facilitate program activities, provided employees adhere to confidentiality protocols.

5. Data Breach Notification Procedure:

- **Identification:** In the event of a data breach, the responsible party identifies the breach and assesses its scope and impact.
- **Containment:** Immediate action is taken to contain the breach and prevent further unauthorized access or disclosure.



- Notification: Affected stakeholders, including participants and relevant authorities, are notified promptly, outlining the nature of the breach, the data involved, and the steps being taken to mitigate the situation.
- Support: Affected individuals are provided with appropriate support and resources to address the consequences of the breach.

6. Training and Awareness:

- Training: All staff members, contractors, and volunteers handling confidential information receive training on confidentiality policies and procedures.
- Regular Updates: Staff members are kept informed about changes in confidentiality policies and procedures through regular updates and training sessions.

7. Compliance Monitoring:

- Audits: Regular audits are conducted to ensure compliance with confidentiality policies and procedures.
- Incident Reporting: Employees are encouraged to report any suspected breaches of confidentiality through established reporting channels.

8. Policy Review:

This policy is reviewed annually or as needed to ensure its effectiveness and relevance.



Phi Sigma Pi National Honor Fraternity's Executive Leadership Program Confidential Information Policy

1. Definition of Confidential Information:

Confidential information within the Executive Leadership Program (ELP) includes, but is not limited to:

- **Participant Records:** Including personal contact information, academic records, and any sensitive personal data shared during the program.
- **Program Materials:** Including curriculum, training materials, assessments, and any proprietary content developed for the program.
- **Financial Data:** Including budget information, funding sources, and financial reports related to the ELP.
- **Strategic Plans:** Any documents outlining the future direction, goals, or strategies of the ELP.

2. Confidentiality Obligations:

- All staff, volunteers, contractors, and stakeholders associated with the ELP are obligated to treat this information as strictly confidential.

3. Conditions for Disclosure:

- Confidential information may only be disclosed to parties other than the organization or individual from whom the information was obtained under the following conditions:
 - **Written Consent:** Disclosure can occur with the explicit written consent of the participant or individual to whom the information pertains.
 - **Legal Requirement:** If there is a legal requirement or court order mandating the disclosure of specific information, the ELP will comply with the law and may release the necessary information.
 - **Authorized Personnel:** Disclosure within the organization is permissible among authorized personnel on a need-to-know basis to facilitate program activities. Such disclosure should be limited to the minimum information necessary for the task at hand.

4. Handling of Confidential Information:

- **Access Control:** Access to confidential information is restricted to authorized personnel only, based on their roles and responsibilities within the ELP.
- **Data Encryption:** Electronic confidential data is stored and transmitted using encryption methods to prevent unauthorized access during storage or transmission.



- Physical Security: Physical documents containing confidential information are stored in locked cabinets and accessed only by authorized personnel.
- Secure Disposal: Confidential records are securely shredded, deleted, or otherwise rendered unreadable before disposal.

5. Training and Awareness:

- Training: All staff, volunteers, and stakeholders are required to undergo training on handling confidential information, emphasizing the importance of confidentiality and the consequences of unauthorized disclosure.
- Regular Updates: Staff members are kept informed about changes in policies and procedures related to confidential information through regular updates and training sessions.

6. Enforcement and Consequences:

- Any breach of confidentiality obligations will result in disciplinary action, which may include termination of employment, legal action, or other consequences as deemed appropriate by the organization.



Confidentiality Statement for Executive Leadership Program

Effective Date: 9/14/2023

Confidentiality Statement:

The Executive Leadership Program (ELP) of Phi Sigma Pi National Honor Fraternity is committed to maintaining the confidentiality and privacy of its participants and their engagement within the program. All program materials, discussions, and interactions are to be treated as strictly confidential. This confidentiality extends to all aspects of the program, including but not limited to, course content, participant lists, discussion forums, webinars, and any other information shared within the program.

Participation Limited to Active Phi Sigma Pi Members:

Participation in the ELP is restricted to active members of Phi Sigma Pi National Honor Fraternity. Access to program materials and activities is granted solely to those individuals who are actively enrolled in the fraternity and are participating in the program within the designated timeframe.

No Sharing Outside Active Phi Sigma Pi Membership:

Participants are strictly prohibited from sharing any part of the Executive Leadership Program, including course materials, discussions, assignments, or any related information, with individuals outside of the active Phi Sigma Pi membership. This prohibition encompasses sharing via social media, email, print, or any other form of communication or dissemination.

Responsibility of Participants:

It is the responsibility of each participant to uphold the confidentiality of the program. Participants must not reproduce, distribute, or otherwise share program content with non-members. Any breach of this confidentiality statement may result in disciplinary action, including potential removal from the program and other consequences as determined by Phi Sigma Pi National Honor Fraternity.

Reporting Violations:

If any participant becomes aware of a violation of this confidentiality statement, it is their duty to report it promptly to the Executive Leadership Program administrators. Reports can be made through the designated reporting channels provided by the program coordinators.

By participating in the Executive Leadership Program, each member acknowledges and agrees to abide by this confidentiality statement. Failure to comply with these terms may result in



immediate dismissal from the program and could impact a participant's standing within Phi Sigma Pi National Honor Fraternity.



Executive Leadership Program Certificate Issuance Requirements and Procedures

1. Certificate Requirements:

To qualify for the Executive Leadership Program Certificate, participants must complete all required courses and assessments within the program. This includes active participation, completion of courses, and achieving a passing grade on all assessments.

2. Certificate Issuance Procedure:

2.1 Verification:

- Upon successful completion of the program requirements, participants' performance will be verified by the program administrators.

2.2 Certificate Generation:

- Certificates will be generated and issued electronically to the qualified participants. The certificate will clearly state the participant's name and the title of the certificate, indicating their achievement in the Executive Leadership Program.

3. Usage Guidelines:

3.1 Permissible References:

- Certificate holders are permitted to state that they hold a "certificate in Executive Leadership Program" on their resumes, LinkedIn profiles, or other professional platforms. This designation accurately reflects their accomplishment in the program.

3.2 Prohibited References:

- Certificate holders are strictly prohibited from stating that they are "certified in Executive Leadership Program." Furthermore, they shall not use any acronyms or letters after their names in reference to the certificate.

3.3 Explanation of Prohibition:

- The prohibition on using acronyms or letters after names and the restriction on stating "certified in" is in place to ensure that the achievement is accurately represented. The certificate reflects the completion of a program and does not confer a professional certification or membership status.

4. Compliance and Enforcement:

Participants found in violation of the guidelines regarding the use of the certificate will be contacted by the program administrators and asked to rectify the misuse. Continued violation may result in the revocation of the certificate and may impact participation in future Phi Sigma Pi programs.



Executive Leadership Program Disability Accommodation Policies and Procedures

1. Policy Statement:

The Executive Leadership Program (ELP) is committed to providing equal opportunities for individuals with disabilities. We strive to ensure that all participants, regardless of their abilities, can fully engage in our programs. This policy outlines the procedures for requesting and providing accommodations for participants with disabilities.

2. Requesting Accommodations:

2.1 Accommodation Request:

Participants should contact the Director of Leadership Advancement detailing the specific accommodation(s) required.

3. Accommodation Review and Approval:

3.1 Review:

The Director of Leadership Advancement will assess the accommodation request, The the Director of Leadership Advancement will ensure that the requested accommodations are reasonable and do not fundamentally alter the nature of the program.

3.2 Timely Response:

The Director of Leadership Advancement will provide a written response to the participant within a reasonable timeframe, typically within 10 business days of receiving the request.

4. Implementation of Accommodations:

4.1 Confidentiality:

Information regarding the participant's disability and accommodations will be kept confidential and shared only with individuals directly involved in the accommodation process.

4.2 Implementation:

Upon approval, the ELP will implement the necessary accommodations promptly, ensuring that the participant can fully participate in the program activities, assessments, and other components.

5. Ongoing Support:

5.1 Communication:

Regular communication will be maintained with participants who receive accommodations to ensure that their needs are being met adequately. Participants are encouraged to provide feedback on the effectiveness of the accommodations.



5.2 Modification of Accommodations:

If the participant's needs change or if there are issues with the provided accommodations, the participant should promptly inform the ELP. The Director of Leadership Advancement will assess the situation and make necessary modifications to the accommodations.

6. Policy Review:

This policy will be reviewed annually and updated as necessary to ensure its effectiveness and compliance with applicable laws and regulations related to disability accommodations.



5. Review and Revision:

These requirements and procedures will be reviewed periodically to ensure their relevance and effectiveness. Any necessary revisions will be made to align with the program's objectives and standards.



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