

## Chapter 12 – Academic Affairs

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## Chapter 12 – Academic Affairs

### ACADEMIC CALENDAR (BOR III-5.00)

In the matter of the academic calendar, Salisbury University operates under **BOR III - 5.00 UNIVERSITY SYSTEM OF MARYLAND POLICY ON ACADEMIC CALENDAR**, which is reproduced in full below.

1. All institutions of the University System of Maryland will follow a common academic calendar to assist student planning, facilitate joint and cooperative programs and appointments, simplify student and faculty movement among institutions, and facilitate use of distance education technologies throughout the System.
2. The common academic calendar will provide sufficient time for instruction and examinations as recommended by the Middle States Association and as stipulated by the Maryland Higher Education Commission. Within the common framework, each president shall be authorized to adjust class time to meet instructional needs.
3. The features of the common calendar will include:
  - a. a fall semester, which begins before Labor Day, except in those calendar years when a start after Labor Day can also accommodate the requirements for class meeting time, interrupted by a two-day recess for Thanksgiving. The final examination period will conclude on or before December 23.
  - b. a minimum of fourteen instructional days over a three-week period in January available for institutions to use for an academic winter session or, for those institutions which do not plan to offer course work, an extended winter holiday.
  - c. a spring semester interrupted by a one-week common spring break. The final examination period will conclude prior to Memorial Day.
4. The particular dates for each year's common calendar will be recommended by the Presidents' Council and approved by the chancellor for publication and dissemination. The academic calendar will be adopted at least two/three years in advance.

5. The Law School at the University of Baltimore and the professional programs in the schools of the University of Maryland at Baltimore, and distributed learning and cohort programs are exempted from this policy. Each president shall be authorized to designate the programs to be exempted and adjust class time to meet instructional needs. However, all programs not otherwise constrained by the requirements of professional accrediting bodies or designated as an exempt distributed learning or cohort program should be on the USM common academic calendar.
6. By June 1 of each year, each institution will provide for the files of the Office of the Chancellor a copy of its detailed academic calendar for the upcoming academic year, including information such as registration periods, drop/add periods, and commencement dates as well as dates for summer sessions. Professional schools exempted from the common academic calendar under provision five will provide copies of their academic calendars to the chancellor's office on the same schedule.

Revised September 1998

Revised April 6, 2001

### ELECTRONIC MAIL SERVICES ACCEPTABLE USE POLICY<sup>1</sup> (SU)

#### *General Principles*

Electronic mail (email) services at SU are provided to support education, personal and scholarly communication, administration and other SU business. Everyone using email should be considerate of the needs of others, and be certain not to impede the use of the email services by others. Users should be respectful of the feelings of others and be aware that any message can be redistributed to anyone with great ease. In addition, all electronic messages must contain the name and electronic mail address of the person making the information available; no anonymous information should be sent.

#### *Email Privacy*

Electronic mail messages are considered private correspondence. As such, messages are viewed as the private property of the receiver and will not be made available to other members of the campus community without the owners' consent.

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<sup>12</sup> This policy does not supercede or negate any part of the SU Information Technology Acceptable Use Policy available at <http://itweb.SU.edu/usersvcs/labs/aup.htm>.

Although privacy and security are of the utmost importance, university administrators may access messages under some circumstances. These include:

- To comply with a request under federal or state public information laws;
- To maintain, repair, and trouble shoot the computer network;
- To investigate misuse of the network, such as theft, copyright infringement, gambling, pornography, and harassment, after the University is put on notice of a specific concern;
- To obtain university business records and to conduct business-related investigation, such as audits.

### ***Acceptable Uses Of University Email***

The SU email system may be used as follows:

- To perform educational/university business and to communicate with all friends, family, classmates, and associates locally and off campus.
- To communicate with local and foreign educators, students, researchers and colleagues in connection with instruction or research.

### ***Unacceptable Uses Of University Email***

The SU email system may **not** be used:

- To engage in or promote a private commercial business purposes in violation of University policies<sup>2</sup>;
- To send chain letters, or any illegal schemes or activities;
- To send mailings to large numbers of people that contains unwanted solicitations or information. These mailings are often referred to as "spams". (The university provides a daily Campus Bulletin Digest that should be the vehicle for the distribution of general interest information);
- To launch an email "attack" resulting in a denial of service to university email users;
- To send messages which constitute illegal activities or harassment or infringement on the rights of others;
- To send anonymous mailings, or mailings which impersonate another individual;
- To introduce a computer virus;
- To violate the constraints on communications imposed by any licensing or professional association to which the user belongs;

### ***Enforcement Of Policy***

Any user, who engages in the actions specifically prohibited under "Unacceptable Uses," as judged by the University Chief Information Officer, may lose access to e-mail services, pending a meeting with the Chief Information Officer. Notification of loss of access must be accompanied by a written explanation. If the issue is not resolved during this meeting, further appeal may be necessary to regain email access. In the case of students, the Office of the Vice-President of Student Affairs will determine the appropriate action including referral to the University Judicial System. In the case of faculty, the Academic Freedom and Tenure Committee will make the judgment and in the case of staff, the appropriate supervising Vice President will hear any appeal.

### ***Campus Bulletin Digest***

The University maintains a list server that disseminates non-business related information to interested users on a daily basis. The Campus Bulletin Digest (CBD) compiles emails from users and sends these items in the form of one GroupWise email message a day. Users may subscribe or unsubscribe from the Digest, at will. Personal or non-business matters should be distributed through the Digest rather than through email messages to everyone on Campus. Submissions to the Campus Bulletin Digest must follow the same acceptable use requirements as any other campus email.

### ***Recommendations On Email Use***

Some recommendations for the use of campus email:

1. It is recommended that communication of confidential or proprietary information be restricted as much as possible.
2. If a user inadvertently comes upon information not intended for public viewing, exit immediately.
3. It is recommended that users store no personal information about others in their files.
4. Files that are considered highly personal or confidential should be stored on the owners' personal computer and protected by a password, and removed from the campus network.
5. It is strongly recommended that users maintain the confidentiality of their email and network passwords.

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<sup>13</sup>This policy does not supercede or negate any part of the SU Information Technology Acceptable Use Policy available at <http://itweb.SU.edu/usersvcs/labs/aup.htm>.

Approved by Faculty Senate 1999

## **PUBLIC RELATIONS (SU)**

The Salisbury University Public Relations Office is responsible for informing external audiences, through the media in most instances, of the on-going policies and operations of the University. This includes announcements of University news and upcoming events associated with the University, as well as responses to media inquiries.

It is the office's job to devise and carry out programs that will gain wide and favorable interpretation of these policies and operations.

The tools used to accomplish this task include press releases, feature stories, advertisements, press conferences, frequent contact with representatives of newspapers and magazines, radio and television stations, and the World Wide Web. Profnet, an electronic media clearinghouse, is an expertly effective communication vehicle to reach audiences beyond the Eastern Shore.

The Public Relations Office is ready to assist faculty/staff members in publicity efforts. The office can also assist in arranging interviews and other contracts with the media (news paper, radio and TV) and the Web. In general faculty/staff are encouraged to use the Public Relations Office's resources as much as possible, but going through this office is not a necessary condition for communicating with the media, so long as a faculty/staff member is speaking as a citizen and not as a spokesperson for the University. The mere identification that one is an employee of the university does not make one a spokesperson for the university. Each faculty/staff member is reminded that he/she has special obligations in communicating with the media as a citizen: to be accurate, to show respect for the opinions of others and to make every effort to indicate that he/she is not an institutional spokesperson.

When a faculty/staff member is speaking as a spokesperson for the university, all contact with the media should be routed through the Public Relations Office.

All campus publications intended for an audience outside the campus community should be routed through the Public Relations/Publications Office. The Publications Office has final approval for all of these "external" publications. This policy ensures all campus publications have a common "look" and they adhere to any university, state or referral requirements for certain publications.

All advertising (display or classified) must go through the Public Relations Office.

## **AWARDING OF HONORARY DEGREES (BOR III-3.00)**

1. Salisbury University awards honorary degrees at commencement exercises on the basis of recommendation by an ad hoc honorary degree

committee and approval of the provost, university president and the Board of Regents of the University System of Maryland.

2. Deadline for nominations to the Chancellor is the end of the fall semester. The Education Policy Committee will review all nominations and make recommendations to the full Board, which will take action during the February meeting.
3. Care should be taken to ensure strict confidentiality at all stages of the honorary degree process. There should be no communication with prospective degree recipients regarding a likely degree until after the Board of Regents has approved the award. Approvals shall remain confidential until the candidate is notified of his/her selection. Degrees may be conferred at any time within five years of approval, unless withdrawn by the Board of Regents for cause.
4. The provost establishes the Honorary Degree Committee using a ballot of all tenured, full professors at the University. Students, faculty, administration and alumni can propose candidates for consideration to the committee.
5. There is no expectation that Salisbury University will award one or more honorary degrees at each commencement exercise.
6. It is a practice that the University not award honorary degrees to sitting politicians.
7. The Honorary Degree Committee may use any or all of the following criteria in selecting candidates it will recommend for honorary degrees:
  - a. The candidate should have, but not necessarily be limited to, some ties to the region predominately served by Salisbury University (e.g., Eastern Shore; Mid-Atlantic).
  - b. Candidates may be considered on the basis of intellectual or academic achievement consistent with the mission of the institution.
  - c. Candidates may be considered on the basis of philanthropic inclination.

Revisions Approved by the BOR on July 13, 2001

## **ADVERTISING (BOR VI-3.00)**

1. State appropriations may be used for paid advertisement in commercial media only for the purposes of faculty or staff recruitment and for the dissemination of information concerning programs, activities, events, and services.
2. School endowment funds may be used for paid advertisement in commercial media only in accordance with the stipulations or the endowments. Details of school particular endowment stipulations are available from deans of endowed schools and from the Office of Institutional Advancement.
3. Grant award funds may be used for paid advertisement in commercial media only in accord with grant stipulations.

## **USE OF THE PHYSICAL FACILITIES OF THE UNIVERSITY FOR PUBLIC MEETINGS (BOR VI-4.10)**

1. The physical facilities of the university may be used for public meetings, including political meetings, if proper safeguards are observed to assure their orderly use.
2. Persons wishing to use a facility must apply to the office of the director of the university center or to the office of the director of conference planning to obtain procedures for using campus facilities.
3. These offices may make reasonable charges for the use of the facilities to cover costs including utilities, police protection, janitorial services and other necessary expenses.
4. Permission to use a facility does not imply endorsement by the university of the view or programs of the user.

## **INSPECTION OF PUBLIC RECORDS (BOR VI-5.00)**

In the matter of inspection of public records, Salisbury University operates under **BOR VI - 5.00 UNIVERSITY SYSTEM OF MARYLAND POLICY ON INSPECTION OF PUBLIC RECORDS**, which is reproduced in full below.

Public records regarding the affairs of the University System and the official acts of the Board of Regents, its officers, and employees shall be made available for inspection in accordance with the Maryland Access to Public Records Act (**Annotated Code of Maryland**,

**Section 10-611 et seq.**) and related system or institutional procedures.

The chancellor is authorized to establish regulations for the officers of System Administration governing the inspection of public records. Each president and unit head is authorized to establish rules for the institution or unit so long as they are consistent with state law.

## **EMERGENCY CONDITIONS: CANCELLATION OF CLASSES AND RELEASE OF EMPLOYEES (BOR VI-12.00)**

### ***I. Purpose And Applicability***

This policy governs work and the use of leave in the event of an emergency condition. This policy applies to all Salisbury University regular and contractual employees and to all Salisbury University students.

### ***II. Terms And Conditions***

- A. Higher education institutions within the University System of Maryland are exempt from the State governed policy for emergency conditions. The institutions, at the discretion of the President or his/her designee(s), define the institution's policy. Additionally, declaration of states of emergency by the Governor does not dictate emergency closings for the University System of Maryland.
- B. Emergency conditions are determined by the campus President and/or designee(s) to be serious enough to warrant the cancellation of classes or the release of employees. Such conditions may arise because of inclement weather, fire, power failure, or other unusual circumstances, which may endanger students and employees.
- C. This policy supplements USM policy VI – 12.00 “Policy on Emergency conditions: Cancellation of Classes and Release of Employees.”

### ***III. Determination Of Open/Closed Status***

- A. All University employees are expected to work as scheduled, unless employees have been notified through established campus procedures not to report.
- B. Decisions to close the University will be made by the President and/or his/her designee(s) in conjunction with local officials and any appropriate weather/traffic officials.
- C. Any employee who does not report to work as scheduled while the University remains open is considered to be on personal or annual leave.

Notification and/or request for leave must be approved by employee's supervisor or designee before the start of regularly scheduled work day/shift.

- D. In the event of University closing, notification to employees and students will be made via local radio, television, the SU Gull Line and the SU website.

#### **IV. University Closing**

- A. When the University closes prior to the start of classes and/or an employee's work day/shift, non-essential employees, except those on previously approved leave, are considered to be on administrative leave.
- B. If the University closes after the start of classes and/or an employee's work day/shift, non-essential employees, except those on previously approved leave, will be placed on administrative leave. Non-essential employees who have not reported to work and are not on previously approved paid leave must be given the option to use accrued paid leave or to be placed in a no-pay status for the full day/shift during which they did not report. (Administrative leave would not be given.)

#### **V. Essential Employees**

- A. Essential employees are those in positions that have been designated as vital to the operation of the facility, whose presence is required regardless of the existence of an emergency condition, and whose absence from duty could endanger the safety and well being of the campus population and/or physical plant.
- B. Employees whose positions are previously designated as "essential" are required to perform duties after an emergency condition has been declared. Only extenuating circumstances of a most serious nature will warrant the exemption of an essential employee from the requirement to report for duty in a timely manner.
- C. In addition to their regular pay, essential employees shall be compensated with compensatory leave or cash payment equivalent to the Administrative Leave granted to non-essential employees.
- D. Positions identified as "essential" should be determined in advance and must be approved by the respective University Vice President(s). While some positions are considered essential year-round, designation of additional essential employees will be determined primarily by whether or not students are in residence.

- 1. Year-round position:
  - a. Public Safety
  - b. Physical Plant
- 2. Essential positions – students in residence: (Note: managers for respective areas may previously designate specific employees/positions within each area instead of entire functional area)
  - a. All positions in (1)
  - b. Dining Services
  - c. Health Center
  - d. Residence Life
  - e. Library
  - f. Information Technology
  - g. Maggs Gymnasium
  - h. Guerrieri University Center

#### **VI. Liberal Leave**

The president or designee may declare a policy of liberal leave in which case non-essential employees who fail to report to work, or who report late, or choose to leave early, because of dangerous traffic or highway conditions, hazardous weather, civil disorder or other circumstance not yet declared as an emergency, shall be excused. Such excused absence must be charged to appropriate paid or unpaid leave.

University closing will be communicated via: 1) campus switchboard (410-543-6000), 2) Gull Line (410-543-6426), 3) SU website and 4) local radio and television. Decisions to close will be communicated by 6 a.m.

**Approved: February 2000 by the Cabinet Committee**

#### **CLOSING DUE TO INCLEMENT WEATHER (SU)**

- 1. Should inclement weather result in classes being canceled information will be given to all local radio and television stations. Students can receive information concerning cancellations by listening to local stations or by calling the Gull Line at 546-6426.
- 2. The institutional policy with regard to closing is that unless there are the direst circumstances the institution will remain open for business. Students, staff and faculty members must exercise their best judgment about whether they attend class or report to work. Different conditions prevail for each individual under inclement weather situations so the decision should be essentially an independent one.
- 3. If you do not hear an announcement about cancellation of classes, then classes and events will be held as scheduled. Please do not call the

Public Safety Office about cancellation notices so that office can assist with emergency needs.

Revisions approved on July 19, 2001

## **WAIVER OF TUITION AND GRANTING OF OTHER PRIVILEGES FOR SENIOR CITIZENS OF THE STATE OF MARYLAND (BOR VIII-2.30)**

Salisbury University extends special privileges, where practicable, to senior citizens who are residents of the State of Maryland. The term "senior citizen" includes any individual who is 60 years of age or older, who is retired and whose chief income is derived from retirement benefits, and who is not employed full time. Privileges include, subject to certain conditions, waiver of tuition for undergraduate and graduate courses and use of the library.

### ***I. Waiver of Tuition***

- A. Tuition waivers are available at Salisbury on a space available basis, and the university determines space availability. A senior citizen shall not be entitled to a waiver of tuition for more than three courses in a single academic semester or term.
- B. Tuition is defined as the basic instructional charge for courses and does not include fees, such as those for application, registration, or other mandatory fees.
- C. Senior citizens may enroll in a degree granting program under this policy only if they are admissible to that program.

- D. The Human Resources Office administers the senior citizen tuition waiver program and distributes and authorizes the necessary forms.

### ***II. Golden Identification Card Program***

- A. Eligible senior citizens may apply for a Golden Identification Card from any institution in the University System, which shall be honored throughout the System. This card shall serve to identify the individual as eligible for any privileges (for example, use of the libraries) that an institution determines to be available to senior citizens. Holders of the Golden Identification Card may be entitled to admission to student events, as determined by the institution.
- B. Except for emergencies, the health care facilities at institutions where they exist shall not be available to holders of the Golden Identification Card unless they are enrolled as regular full-time students and have paid the health fee.

## **ROLE OF FACULTY IN THE DEVELOPMENT OF ACADEMIC POLICY (BOR II-3.00)**

The Bylaws of the Salisbury University Faculty Senate establishes an Academic Policies Committee which ensures a faculty role in the development of academic policy at the university. The role and function of the Academic Policies Committee is described in the Faculty Senate Bylaws.

