

# Table of Contents

---

## General Information - i

## Introduction - ii

## Chapter 1 – Administration

- University System of Maryland – 1-2
  - Constituent Institutions -1-2
  - Bylaws, Policies and Procedures – 1-2
  - USM Faculty Council – 1-2
- Salisbury University – 1-2
  - Mission Statement – 1-2
  - University Administration – 1-8
  - Administration of Academic Program – 1-8
  - Governance – 1-9
    - Faculty Senate web-site only – 1-9
    - University Forum web-site only – 1-9

## Chapter 2 – Faculty Employment

---

- Appointment, Rank and Tenure BOR II-1.00 – 2-2
- Academic Credentials BOR II-1.02 – 2-25
- Concurrent Faculty and Administrative Appointments BOR II-1.03 – 2-26
- Roles and Responsibilities of Department Chairs SU – 2-27
- Appeals to Terminate Tenured or Tenure-Track Faculty BOR II-1.04 – 2-29
- Full-time, Non-Tenure Track Instructional Faculty BOR II-1.05 – 2-30
- Part-time, Non-Tenure Track Instructional Faculty BOR II-1.06 – 2-32
- Part-time Tenure Track and Part-time Tenured Faculty BOR II-1.10 – 2-33
- Part-time Library Faculty BOR II-1.11 – 2-34
- Comprehensive “Post-Tenure” Review BOR II-1.19 – 2-34
- Evaluation of Performance BOR II-1.20 – 2-36
- Compensation BOR II-1.21 – 2-37
- Faculty Appointment Letters or Contracts BOR II-1.22 – 2-37
- Salary Disclosure SU – 2-38
- Faculty Workload Policy BOR II-1.25 – 2-38
- Professorship BOR II-1.30 – 2-40
- Emeritus Professorship SU – 2-40
- Consulting Faculty SU – 2-41
- Professional Commitment BOR II-3.10 – 2-41
  - Board of Regents – 2-41
  - Salisbury University – 2-42
- Teaching Outside the University BOR 3 II-.20 – 2-43
- Grievance Procedures BOR II-4.40 – 2-43
- Employment of Members of the Same Family (Nepotism) BOR VII-2.10 – 2-45
- Retrenchment BOR II-8.0 – 2-46
- Salary Advances BOR VII-4.30/SU – 2-50
- Moving Expenses BOR VII-4.40 – 2-50

## **Faculty Employment continued**

**Tuition Remission for Faculty and Staff BOR VII-4.10 – 2-51**

**Tuition Remission for Spouses/Dependent Children BOR VII-4.20 – 2-52**

**Attendance and Admission to University-Sponsored Events SU – 2-53**

### **Chapter 3 – Faculty Leave**

**Sabbatical Leave BOR II-2.00 – 3-2**

**Professional and /or Research Leave in Library Services BOR II-2.01 – 3-3**

**Terminal Leave BOR II-2.10 – 3-5**

**Leave Without Pay BOR II-2.20 – 3-6**

**Accidental Leave BOR II-2.30 – 3-6**

**Family and Medical Leave BOR II-2.31 – 3-8**

**Annual Leave BOR II-2.40 – 3-13**

**Jury Service BOR II-2.50 – 3-14**

**Sick Leave see Accidental Leave on page 3-6**

### **Chapter 4 – Personnel Policies**

**Affirmative Action BOR VI-1.00 – 4-2**

**Non-Discrimination BOR VI-1.05 – 4-2**

**Violence and Extremism BOR VI-1.10 – 4-3**

**Sexual Harassment BOR VI-1.20 – 4-3**

**Sexual Assault BOR VI-1.30 – 4-7**

**Inclusive Language SU – 4-8**

**Alcoholic Use BOR VI-8.00/SU – 4-9**

**Smoking Policy SU – 4-12**

**Aids Policy BOR VI-11.00 – 4-12**

**Drug-Free Workplace Policy BOR VII-1.10 – 4-13**

**Campus Policy on Storage SU – 4-13**

**Policy Regarding Pets in Campus Buildings – SU - 4-14**

### **Chapter 5 – Travel**

**Travel Reimbursement SU - 5-2**

**Reimbursement Rates BOR VIII-11.10 – 5-2**

**State-Owned Vehicles SU – 5-2**

### **Chapter 6 – Academic Integrity**

**Institutional Rights and Responsibilities BOR III-1.00 – 6-2**

**Student Academic Integrity Policy SU – 6-3**

**Scholarly Work Misconduct BOR III-1.10 – 6-6**

**Conflict of Interest in Research and Development BOR III-1.11 – 6-7**

**Board of Regents – 6-7**

**Salisbury University – 6-8**

**Scientific Research Standards for Conduct SU – 6-12**

**Arbitrary and Capricious Grading BOR III-1.20 – 6-12**

## **Chapter 7 – Research**

**Establishment and Review of Centers and Institutes BOR IV-1.00 – 7-2**

**Solicitation and Acceptance of Sponsored Projects BOR IV-2.00 – 7-3**

**Human Subject Research Committee BOR IV-2.10 – 7-3**

**Classified and Proprietary BOR IV-2.20 – 7-4**

**Intellectual Property SU – 7-5**

**Copyrights (see Intellectual Property policy) SU – 7-6**

**Patents (see Intellectual Property policy) SU – 7-7**

**Obtaining Permission for Use of Copyrighted Materials SU – 7-16**

**Copyright for the Reproduction and Use of Non-Print Materials SU – 7-18**

## **Chapter 8 – Graduate Education**

**Graduate Council SU – 8-2**

**Graduate Education BOR III-7.10 – 8-4**

**Graduate Student Concurrent Inter-Institutional Registration BOR III-2.41 – 8-7**

**Bachelors/Masters Program BOR III-2.20 – 8-8**

**Graduate Assistantships and Fellowships BOR VII-4.50 – 8-8**

## **Chapter 9 – Student Advising and Registration**

**Academic Advising BOR III-2.50 – 9-2**

**Inter-institutional Registration BOR III-2.40 – 9-2**

**Registration Eligibility BOR III-2.30 – 9-3**

**Summer/Winter Sessions BOR III-2.10 – 9-4**

**Continuing Education BOR III-2.00 – 9-5**

**Credit by Exam and Portfolio Assessment BOR III-1.40 – 9-6**

**Clemency BOR III-1.30 – 9-6**

**Waivers SU – 9-6**

**Administrative Dismissal SU – 9-7**

**Classification of Undergraduate Students BOR III-6.40 – 9-8**

**Military Active Duty Call BOR V-7.00 – 9-8**

**Community Service BOR V-6.00 – 9-8**

## **Chapter 10 – The Classroom**

**Classroom Responsibilities: SU – 10-2**

**Syllabus – 10-2**

**Research in the Classroom – 10-3**

**Field Trips – 10-3**

**Special Student Needs – 10-3**

**Changes in Schedules and Classrooms – 10-3**

**Rosters and Ghost Policy – 10-3**

**Religious Observances BOR III-5.10 – 10-4**

**Confidentiality of Student Records BOR III-6.30 – 10-4**

**Duplicating Classroom Materials SU – 10-4**

## **Chapter 11 – Curriculum**

- Undergraduate Curriculum Approval Guide website – 11-2**
- Technology Fluency SU – 11-2**
- Numbering Courses BOR III-6.10 – 11-3**
- Degree Requirements: BOR III-7.00 – 11-3**
  - Minors - 11-4**
  - Major Modifications/New Program Development – 11-4**
  - Approved Curriculum – 11-4**
- New Academic Programs BOR III-7.01 – 11-4**
- Abolition of Existing Programs BOR III-7.02 – 11-5**
- Off-Campus Programs BOR III-2.61 – 11-5**

## **Chapter 12 – Academic Affairs**

- Calendar BOR III-5.00 – 12-2**
- E-Mail Services Policy SU – 12-2**
- Public Relations Policy SU – 12-4**
- Honorary Degrees BOR III-3.00 – 12-4**
- Advertising BOR VI-3.00 – 12-5**
- Public Meetings in SU Facilities BOR VI-4.10 – 12-5**
- Public Records Inspection BOR VI-5.00 – 12-5**
- Emergency Conditions BOR VI-12.00 – 12-5**
- Inclement Weather SU – 12-6**
- Senior Citizen Tuition Waiver BOR VIII-2.30 – 12-7**
- Academic Policy Development BOR II-3.00 – 12-7**

## **Chapter 13 – Appendices**

- Candidate Selection Protocol – 13-3**
- Request to Fill a Faculty/Librarian Positions – 13-4**
- Faculty/Librarian Position Advertising Ad Template – 13-8**
- Reference Checking Guidelines – 13-7**
- Equal Employment Opportunity (EEO): Statistical Information – 13-8**
- Equal Employment Opportunity: Guidelines – 13-9**
- Checklist for Faculty Search Expenses – 13-13**
- Candidate Interview Form – 13-15**
- Affirmative Action Recruitment (EEO) Report – 13-17**
- Visa Overview for Employment – 13-21**
- Sample Letters of Appointment for New Faculty – 13-25**
- Checklist of Required Materials for Faculty Promotion – 13-31**
- Checklist of Required Materials for Faculty Tenure – 13-35**
- Faculty Welfare Committee Grievance Procedures – 13-37**
- Sample Memorandum of Understanding – 13-38**
- Sabbatical Leave Form – 13-39**
- Conflict Exemption Disclosure – 13-43**
- Policies and Procedures for School Curriculum Committee – 13-45**
- Guidelines, Procedures and Deadlines for Awarding of Foundation Grants - 13-49**
- Internal Review Form for Contracts and Grant Proposals – 13-50**
- Use of the University’s Working Fund – 13-51**
- Establishing Departmental Committees for Promotion and Tenure – 13-53**
- Salary Information Request Form – 13-54**

## **Appendices continued**

<b>Evaluation Form for Tenured and Tenure Track Faculty – 13-55</b>
<b>Justification Form for Tenured and Tenure Track Faculty – 13-56</b>
<b>Evaluation Form for Full-Time, Non-Tenure Track Faculty – 13-57</b>
<b>Evaluation Form for Part-Time, Non-Tenure Track Faculty – 13-58</b>
<b>Academic Integrity Violation Incident Report – 13-59</b>
<b>Library Faculty Ranks – 13-60</b>
<b>Criteria for Rank, Promotion, and Permanent Status – 13-61</b>
<b>Dossier Contents and Responsibilities – 13-63</b>
<b>Calendar of Key Dates – 13-65</b>
<b>Application Form and Dossier Content Checklist/ Library Faculty Application Form for Promotion/Permanent Status – 13-66</b>

## **Index - 1**