

# CHAPTER 6 FACULTY RIGHTS AND RESPONSIBILITIES

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## TOWSON UNIVERSITY STATEMENT OF RIGHTS AND RESPONSIBILITIES

MEMBERS OF THE TOWSON UNIVERSITY COMMUNITY HAVE THE RIGHTS AND RESPONSIBILITIES OF ALL CITIZENS, AS WELL AS THOSE OF THEIR PARTICULAR ROLES WITHIN THE UNIVERSITY COMMUNITY. ALL MEMBERS SHARE IN THESE RIGHTS AND HAVE A CONCOMITANT OBLIGATION TO RESPECT THE EXERCISE OF THESE RIGHTS BY OTHERS:

THE FUNDAMENTAL RIGHTS OF CITIZENS;  
THE RIGHTS OF MEMBERS BASED UPON THE NATURE OF THE  
EDUCATIONAL PROCESS;  
THE RIGHTS OF THE UNIVERSITY;  
THE RIGHTS OF MEMBERS TO REPRESENTATION IN ESTABLISHING FAIR  
AND EQUITABLE PROCEDURES FOR DETERMINING WHEN AND UPON  
WHOM PENALTIES FOR VIOLATION OF CAMPUS RULES SHOULD BE  
IMPOSED, AND IN IMPLEMENTING THESE POLICIES.

- I. AS CITIZENS, MEMBERS OF THE CAMPUS ENJOY THE SAME BASIC RIGHTS AND ARE BOUND BY THE SAME RESPONSIBILITIES FOR RESPECTING THE RIGHTS OF OTHERS AS ARE ALL CITIZENS.
  - A. Among the basic rights are freedom of speech; freedom of press; freedom of peaceful assembly and association; freedom of political beliefs; and freedom from personal force and violence, threats of violence, and personal abuse.
  - B. Freedom of press implies the right to freedom from censorship in campus newspapers and other media and the concomitant obligation to adhere to the canons of responsible journalism.
  - C. It should be made clear in writings or broadcasts that editorial opinions are not necessarily those of the institution or its members.
  - D. The campus is not a sanctuary from the general law.
  - E. The campus does not stand in loco parentis for its members.
  - F. Each member of the campus has the right to organize his or her own personal life and behavior, so long as it does not violate the law or agreements voluntarily

entered into and does not interfere with the rights of others or the educational process.

- G. Admission to, employment by, and promotion and remuneration within the campus shall accord with the provisions against discrimination in the general law.

II. ALL MEMBERS OF THE CAMPUS HAVE RIGHTS AND RESPONSIBILITIES BASED UPON THE NATURE OF THE EDUCATIONAL PROCESS AND THE REQUIREMENTS OF THE SEARCH FOR KNOWLEDGE AND WISDOM AND ITS FREE PRESENTATION. THESE RIGHTS AND RESPONSIBILITIES INCLUDE:

- A. The freedom to teach, to learn, and to conduct research and publish findings in the spirit of free inquiry.
1. The spirit of free inquiry is central to an academic institution and the process of education; it is no less "... the touchstone of our character as a people, the proved source of our national strength. Its defilement in any area of our society is a threat to the entire body politic." (AAUP Statement of 1956)
  2. Institutional censorship and individual or group censorship of the expression of opinions of others are inconsistent with this freedom. While an individual (or group) has the right to persuade any part of the University community to his opinion, he may not finally impose his views on it.
  3. Freedom to teach and to learn implies that the teacher has the right to determine the specific content of his course, within the established course definition, and the responsibility to fulfill contractual obligations and not to depart significantly from his area of competence or to divert significant time to material extraneous to the subject matter of his course.
  4. The spirit of free inquiry implies that the professor respects the student's
    - a. freedom of expression and
    - b. right against improper academic evaluation.
  5. The spirit of free inquiry implies that (except under conditions of national emergency) no contracted research in which the results are intended to be secret is to be conducted on the campus.
- B. The concomitant obligation to maintain high standards of scholarship and of professional dedication and performance.

1. Members of the community should be aware of their responsibilities, as expressed in the various handbooks for faculty, students, administration, and staff, and including the AAUP Statement on Professional Ethics of 1969, and the Report on Faculty Evaluation.
  2. A full-time appointment implies primary commitment to the responsibilities of that position. Extramural services by a member which results in additional burdens to his peers should be undertaken by mutual agreement of the persons involved and should be a matter of record.
- C. Obligation not to
1. interfere with the freedom of members of the campus to pursue normal academic and administrative activities, including freedom of movement;
  2. infringe upon the right of members of the campus to privacy in offices, laboratories, and dormitory rooms and in the keeping of personal papers, confidential records, and effects, subject only to the general law and to conditions voluntarily entered into;
  3. violate the right against improper disclosure of information. Campus records on its members should contain only information which is reasonably related to the educational purposes or safety of the campus;
  4. interfere with any member's freedom to hear and to study unpopular and controversial views on intellectual and public issues.
- D. Right to identify oneself as a member of the campus and a concurrent obligation not to speak or act on behalf of the University without authorization. In cases of being misrepresented by the press and others, the member of the University shall not be held responsible.
- E. Right to hold public meetings in which members participate, to post notices, and to engage in peaceful, orderly demonstrations. Reasonable and impartially applied rules shall be established regulating time, place, and manner of such activities and allocating the use of the facilities.
- F. Right to recourse if another member of the campus is negligent or irresponsible in performance of his responsibilities.
- G. Right to recourse if another member of the campus represents the work of others as his or her own.

- H. Right to be heard, considered, and represented at appropriate levels of the decision-making process about policy matters of direct concern.
  - I. Right to expect of members of the campus community who have continuing association with the campus, and/or who have substantial authority and/or security, to maintain an environment conducive to respect for the rights of others and fulfillment of academic responsibilities.
    - 1. Tenured faculty should maintain the highest standards in performance of their academic responsibilities.
    - 2. Administration and staff should maintain the highest standards in providing a physical environment which will enable the academic process to flourish.
  - J. Right to expect that Trustees exercise their particular responsibility and protect the integrity of the academic process from external and internal attacks and prevent the political or financial exploitation of the campus by any individual or group.
- III. THE UNIVERSITY (AND ANY DIVISION OR AGENCY WHICH EXERCISES DIRECT OR DELEGATED AUTHORITY FOR THE UNIVERSITY, SUCH AS THE ADMINISTRATION, THE BOARD OF TRUSTEES, AND THE UNIVERSITY SENATE AND ITS COMMITTEES) HAS RIGHTS AND RESPONSIBILITIES OF ITS OWN. THESE INCLUDE:
- A. Right and obligation to provide an open forum for members of the campus and guests to present and debate academic and public issues.
  - B. Right to prohibit
    - 1. individuals and groups who are not members of the campus from using its name, its finances, and its physical and operating facilities for commercial or political activities.
  - C. Right and obligation impartially
    - 1. to provide for members of the campus the use of meeting rooms under the rules of the campus, including use for political purposes such as the meeting of political clubs;
    - 2. to prohibit use of its rooms by individual members on a regular or prolonged basis as free headquarters for political campaigns;

3. to prohibit use of its name, its finances, and its office equipment and supplies for any political purpose at any time.
- D. Right and obligation not to take a position, as a university, in electoral political or on public issues, except on those issues which directly affect its autonomy, the freedom of its members, its financial support, and its academic functions.
- E. Right and obligation to protect
1. the members of the campus and visitors to it from physical harm, threats of harm, or abuse;
  2. its property from damage and unauthorized use;
  3. its academic and administrative processes from interruption.
- F. Right to require that persons on the campus be willing to identify themselves by name and address and demonstrate what connection, if any, they have with the University.
- G. Right to deny pay and academic credit to members of the campus who are on strike; and the concomitant obligation to accept legal strikes legally conducted, without recourse to dismissal of participants.
- IV. **ALL MEMBERS OF THE CAMPUS HAVE A RIGHT TO REPRESENTATION IN THE FORMULATION OF AND PROTECTION OF FAIR AND EQUITABLE POLICIES AND PROCEDURES WHICH SHALL DETERMINE THE VALIDITY OF CHARGES AND THE EXTENT OF PENALTIES.**
- A. Campus rules and regulations and the range of penalties for any violation should be clearly and publicly made known.
- B. Procedures should be structured to
1. facilitate a reliable determination of the truth or falsity of charges;
  2. insure fairness to all parties;
  3. insure consideration of charges without undue delay.

- C. Charges of minor infractions penalized by small fines or reprimands which do not become part of permanent records may be handled expeditiously by the appropriate structure. Persons penalized have the right of appeal.
- D. In the case of charges of infractions which may lead to notation in permanent records, or to more serious penalties, such as suspension or expulsion, members of the campus have a right to due process, including the right of appeal.
- E. Members of the campus charged or convicted of violations under general law may be subject to campus sanctions for the same conduct, in accord with campus policies and procedures, when the conduct is in violation of a campus rule essential to the continuing protection of other members of the campus or to the safeguarding of the educational process.

Approved by the Academic Council  
5/24/71

Approved by the University Senate  
9/7/82

## ABSENCES

*Absence for Professional Purposes and for Personal Reasons* may be allowed at the discretion of the department chairperson. Arrangements for class coverage must be made and such absences may not be for more than five days unless approved by the Provost and dean of the college.

*Absence for Religious Holidays and for Voting* when the faculty member's teaching schedule does not permit voting during the hours the polls are open is allowed, but the department chairperson must be notified in advance and arrangements for class coverage must be made.

## ACADEMIC FREEDOM

The University subscribes to the 1940 "Statement of Principles on Academic Freedom and Tenure" and the 1970 "Interpretive Comments" of the American Association of University Professors and has established policies and procedures to implement the statements. The AAUP statements may be found in the Red Book.

## **USM POLICY ON ACADEMIC ADVISING**

### **III - 2.50 - POLICY ON ACADEMIC ADVISING**

(Approved by the Board of Regents, June 21, 1990)

Academic advising, the primary concerns of which are individual student growth and development, and effective use of the institution=s resources, shall be acknowledged as a necessary part of the student=s education.

Each institution shall develop, maintain and publicize an academic advising system which provides accurate and timely advice for all students.

The President of each institution or his designee shall monitor the operation of the academic advising system to ensure its continued effectiveness and will determine the most appropriate way to recognize and reward superior academic advising.

## **TOWSON UNIVERSITY POLICY ON UNDERGRADUATE ACADEMIC ADVISING**

Advising is a process which assists students in clarifying their choices and goals and in developing educational plans for realizing these goals. It is a continuing process in which advisors help students make decisions. An important instrument in fulfilling the mission of the University, advising insures that students are aware of the comprehensive educational opportunities offered, that they acquire a sound foundation in the liberal arts and sciences, and that they acquire the knowledge and skills needed for their career choices. Recognizing that education is not restricted to traditional classroom learning, the University offers comprehensive individual advising designed to heighten the quality and effectiveness of all educational experiences of every student.

Advising at Towson University embraces three major components--academic advising, career guidance, and personal counseling--through a network of different but complementary services. These services are made available through shared responsibility by five segments of the University: students, faculty, departments, colleges, and administrative offices and committees.

### **Student Responsibilities**

A successful advising program requires effective interaction between advisors and students. While faculty and staff play key roles in the program at Towson, students share responsibility for making it work.

The University expects students to familiarize themselves with the requirements and policies set forth in the *Undergraduate Catalog*, to obtain appropriate advising, and to make decisions accordingly. Students share responsibility for setting and keeping advising appointments; for preparing for appointments by gathering information, formulating questions, and completing forms when pertinent; for selecting courses and planning a program of study; and for keeping a record of their academic progress.

Ultimately, students are wholly responsible for adhering to established procedures, meeting departmental and University deadlines, and fulfilling degree requirements. Frequent contact with advisors will help insure that they have correct information and that they are moving satisfactorily toward their educational goals.

It is the responsibility of students whose disabilities require accommodations to officially make their disability known to the Office for Students with Disabilities as soon as possible. Students should discuss with that office their needs for specific aids and/or services.

### **Faculty Responsibilities**

Because faculty have the most direct and frequent contact with students, each faculty member is expected to play a significant role in student advising. Faculty advisors must be prepared to assist students in many ways including, but not limited to, developing the student's program within a curricular major; charting progress in fulfilling the requirements of the major; selecting elective courses; preparing for post-baccalaureate studies; fulfilling General Education Requirements; and counseling about personal matters which are directly related to academic progress. Each student should be treated on a case-by-case basis.

The University considers student advising to be an essential part of faculty responsibility. Therefore, contributions to the area of advising by each faculty member shall be considered as service to the University in the evaluations for tenure, promotion, merit pay, and other forms of compensation.

Faculty may not advise students from taking any course, set of courses or major on the basis of their condition of disability. Faculty advisors may inform students with disabilities that they may experience difficulties as they proceed to complete requirements in some majors. Reasonable accommodations will be made on a case-by-case basis. Faculty who wish additional information about advising disabled students should call the Office for Students with Disabilities or the Office of Fair Practices.

### **Departmental Responsibilities**

Each department (or program) is responsible for advising its majors. When a student declares a major, the student is assigned to, or allowed to select, an advisor in the department or program. The student receives a packet describing the requirements for the major and, if appropriate, a sample program outlining the sequence in which major requirements should be fulfilled.

The department supports the advising activities of each faculty member. Some departments designate faculty for specific student groups within the major.

### **College Responsibilities**

Each college in the University has an Advising Coordinator who is responsible for the coordination of departmental advising programs and for the development of college advising programs. For example, this person may organize a "career day program" to emphasize career opportunities related to programs within its college.

The College of Liberal Arts, through its Associate Dean, coordinates a special advising program for students who have not declared a specific major. Such students are assigned to faculty members who provide advice intended to facilitate the development of the student's academic goals.

**Administrative Responsibilities**

Through its administrative offices and committees, the University provides timely, accurate information as well as a variety of support services to meet the academic advising, career guidance, and personal counseling needs of students, faculty, and staff. Informational sources include the *Undergraduate Catalog*, *Course Schedule Booklet*, *Compass: The TU Student Handbook*, *Academic Advising Manual*, and other publications. Support services include those offered through the University Academic Advising Center, which serves as the clearing house for academic advising, the University Undergraduate Studies Office, Tutorial Services Center, Counseling Center, Career Center, Health Center, Office of Diversity, Registrar's Office, Admissions Office, Residence Department, Athletic Department, and the Office for Students with Disabilities.

Approved by the University Senate  
5/13/85

Revised by the University Committee on Academic Advising  
4/18/91

Approved by the President  
6/21/91

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## **USM POLICY ON ACCIDENT AND CREDITABLE AND NON-CREDITABLE SICK LEAVE**

### **II - 2.30 - POLICY ON ACCIDENT LEAVE AND CREDITABLE AND NON-CREDITABLE SICK LEAVE FOR FACULTY MEMBERS**

(Approved by the Board of Regents, November 30, 1989)

#### **I. Objectives**

- A. To provide an informal system of colleague-substitution for short-term incapacity of instructional faculty. This practice protects the interests of students by insuring the supply of qualified substitutes who are familiar with the disabled teacher's educational objectives, methods, and standards.
- B. To provide a regularized and equitable basis for determining the eligibility of faculty members to receive salary payments during extended periods of incapacity for reasons of illness, injury, or childbirth.
- C. To provide a regularized and equitable procedure for disability coverage by way of disability retirement, regular retirement, or disability insurance, once the limits of the extended leave period have been reached and the health prognosis is unfavorable.

#### **II. Non-creditable Sick Leave: Collegially Supported**

- A. It is the responsibility of the institution to have an agreed-upon procedure for continuing instruction when faculty members are absent for any reason, including illness, injury, or childbirth.
- B. Once instruction is underway, it is important to have it continued with minimal interruption to protect the interests of students. Thus, when a faculty member is incapacitated for brief periods by illness, injury, or childbirth, the collegial method of accommodating faculty disability is preferred. This is the practice whereby colleagues of the disabled faculty member--on a voluntary basis--take over his or her classes and other essential functions, in addition to carrying on their regular work.
- C. This provision may be employed when practicable up to a maximum of twenty-five (25) work days for each faculty member in one fiscal year. After that time, creditable sick leave shall be charged.
- D. Collegially supported sick leave is not credited toward retirement and cannot be carried over to a subsequent fiscal year.

- E. An eligible faculty member, appointed for at least a semester but less than an academic year, may receive no more than half of the collegial protection awarded persons who are appointed for an academic year. Faculty appointed for periods of less than one semester may not receive collegial benefits.
- F. The maximum collegially supported leave available to a faculty member during the summer is one-seventh of the contract period. This will be included as part of the faculty member=s yearly limit.
- G. Collegially supported leaves for an individual faculty member in two fiscal years must be separated by active service of at least twenty-five (25) work days.

### III. Creditable Sick Leave

#### A. Accrual

1. Sick leave for faculty is accrued at the rate of 1.25 work days per month at full salary. Accrual of sick leave for summer employment by academic-year faculty is determined by the institution. In no case may an individual accrue more than fifteen (15) days of sick leave during any fiscal year.
2. Part-time faculty members who are employed at least 50 percent time are eligible for sick leave benefits proportionate to the percentage of their employment.
3. Individuals eligible to earn sick leave credits will accrue such credit for each calendar month in which they are on paid status for fifteen (15) or more days within that month. No sick leave credit will be accrued for any month during which the individual is on paid status for less than fifteen days.
4. Sick leave is accrued while the individual is on sabbatical leave, but not while on leave without pay.
5. A faculty member may be required to present appropriate diagnostic or medical evidence to support his or her sick leave.
6. When all accrued sick leave has been expended, the individual will be removed from salaried status, except in unusual circumstances as approved by the President. The institution will assist the faculty member in evaluating the options of disability retirement, regular retirement, or disability insurance if the health prognosis is unfavorable.

7. If there is a break in an individual's employment with the State of Maryland of less than three years, a sick leave balance will be restored. A leave of absence without pay is considered a break in employment. Sick leave balances may be brought to the University System from another State agency.

B. Sick Leave Creditable as a Retirement Benefit

1. A maximum of 130 sick leave days could be creditable as a retirement benefit as of January 1, 1975. Since that date, there has been no limit on accumulation of sick leave. For individuals employed in former Board of Regents institutions, there may be additional sick leave in reserve which cannot be credited toward retirement.
2. A faculty member who is receiving Maryland State Retirement System benefits does not accrue sick leave creditable as a retirement benefit. Faculty members who are members of the optional retirement plan provided through TIAA do not accrue sick leave creditable as a retirement benefit subsequent to the date of enrollment in the TIAA plan. Faculty members who receive approval for exemption from positive time reporting, as described in section IV.A below, do not accrue sick leave creditable as a retirement benefit.
3. For faculty members enrolled in the Maryland State retirement and pension systems, at the time of retirement unused creditable sick leave is applied toward the individual's retirement service credit. There will be no cash payment for accumulated sick leave at the termination of employment, nor may unused sick leave be used for early retirement. In the case of an individual who resigns after at least five years of employment, and who leaves contributions with the Maryland State retirement system, any unused creditable sick leave will be Avested--that is, it will be credited toward retirement benefits when the employee begins to draw benefits.

IV. Reporting

- A. Each faculty member, regardless of the source of funding or retirement system in which he or she is enrolled, who is employed at least 50 percent time, must complete monthly positive time reports and sign the fiscal year summary record unless an exemption has been requested by the individual and approved by the President. When an exemption is approved, the faculty member thereby waives all claims from that date forward to credit any unused sick leave toward

retirement benefits. With the approval of the President, the faculty member may revoke his or her exemption, and unused sick leave earned from the time of revocation forward will be credited toward retirement.

- B. Each institution shall establish procedures for positive time reporting by faculty. The institution shall retain monthly time reports for each individual for five years, and shall retain summary records of these reports until the individual leaves employment.

#### V. Accident Leave

- A. A faculty member who, in the actual performance of his or her duties, sustains an accidental personal injury that is otherwise compensable under the Maryland Worker=s Compensation Law, shall be granted accident leave with full pay if, after medical examination, a physician certifies that the injury or accident disables the employee. Accident leave is available only to those who are eligible for sick leave.
- B. Accident leave shall be granted from the date of the job-related injury until a physician certifies that the individual is healed and is physically able to return to work. The period of accident leave must be supported by a valid physician=s certificate. In no event may accident leave be extended beyond one year from the date the accidental personal injury occurred.
- C. Accident leave is not sick leave. An employee on accident leave status will continue to earn sick leave and annual leave credits. Holiday leave will be reported for scheduled holidays occurring during the period of accident leave.
- D. After the injured employee has used all available accident leave and does not elect to receive temporary total benefits, he or she may use other leave with pay, including sick leave, annual leave, compensatory leave, and holiday leave. If, after using all leave with pay, the individual does not elect to receive temporary total benefits, he or she may request the President to extend sick leave. After the use of all possible leave with pay, the individual shall be placed on leave of absence without pay.
- E. The injured employee shall not receive temporary total benefits under Worker=s Compensation while receiving accident leave with full pay and shall not be paid any other leave benefits while on accident leave.
- F. Each institution shall establish procedures in accord with the System personnel policies and the Worker=s Compensation law with regard to the: employee=s notice of injury; physician=s certification; responsible administrator=s report;

employee=s claim; required medical examinations; granting of leave; and notification of the State Accident Fund.

Replacement for: BOR III-11.00, 11.02 and BOT VII-G.4

**USM POLICY ON ACTS OF VIOLENCE AND EXTREMISM**

**VI - 1.10 - POLICY ON ACTS OF VIOLENCE AND EXTREMISM**

(Approved by the Board of Regents on January 11, 1990)

The essential nature of the University requires an atmosphere of tolerance and understanding of diverse groups, ideas, and opinions.

Acts of destruction or violence which are racially, ethnically, religiously, and/or otherwise motivated against the person or property of others and which infringe on the rights and freedom of others will not be tolerated at the University System's institutions or facilities.

Individuals committing such acts at any facility of the System are subject to campus judicial and personnel action, including suspension, expulsion or termination.

In addition, the Board of Regents encourages its institutions to pursue criminal prosecution of persons committing such acts under State and federal criminal laws.

Replacement for:       BOR VI-36.00, and BOT Resolution 1984-14

## USM POLICY ON ANNUAL LEAVE FOR FACULTY

### II - 2.40 - USM POLICY ON ANNUAL LEAVE FOR FACULTY

(Approved by the Board of Regents, January 11, 1990, Amended December 9, 1994)

- I. A faculty member serving on a contract of less than ten months is not entitled to paid annual leave.
- II.
  - A. A full-time faculty member serving on a ten-month contract is entitled to fifteen calendar days of paid annual leave which shall be the last fifteen days of the ten-month contract period, unless otherwise designated at the time of appointment. Such paid annual leave time may not become forward into the next fiscal year.
  - B. A part-time faculty member appointed on at least a 50% of full-time basis and serving on a ten-month contract is entitled to annual leave on a prorata basis. Such leave shall be taken as the final days of the ten-month contract period, unless otherwise designated at the time of appointment. Such paid annual time may not be carried forward into the next fiscal year.
- III.
  - A. A full-time faculty member serving on a twelve-month contract shall earn twenty-two (22) days of paid annual leave and three (3) days of paid personal leave per calendar year.
    1. Paid annual leave shall accumulate at the rate of 1.83 work days per month beginning with the first full month of employment (22 work days per year).
    2. The time taken as paid annual leave shall have the concurrence of the supervisor.
    3. Annual leave may be accumulated, but only a maximum of forty-five (45) work days may be carried into a new calendar year.
    4. A twelve-month faculty member leaving employment in the University System of Maryland may be paid for any earned but unused annual leave to a maximum of forty-five (45) days.
    5. For twelve-month faculty members who are paid in whole or in part from contracts or grants, constituent institutions may limit the number of days of unused annual leave for which such employees may be paid upon leaving employment in the System. Any such limit shall be made a part of the employee's written employment contract.

6. Unused paid personal leave days may not be carried forward into the next calendar year and are not eligible for compensation upon termination.
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- B. A part-time faculty member appointed on at least a 50% of full-time basis and serving on a twelve-month contract shall earn, use, accrue and be eligible for payment of annual and personal leave, on a prorata basis, on the same terms available to full-time faculty members.

**ATTENDANCE AT MEETINGS OF  
SCHOLARLY AND PROFESSIONAL ORGANIZATIONS**

Attendance at Meetings of Scholarly and Professional Organizations is encouraged by the University. Funds for travel are provided all departments and are assigned to faculty members in accordance with departmental policy. Absence to attend meetings is at the discretion of the chairperson.

## TOWSON UNIVERSITY BOMB THREAT PROCEDURE

Once the University Police Department has been notified of a bomb threat, the following response action will be initiated:

1. The Police Communications Operator will immediately notify the shift supervisor who will assign a police search team assisted by Facilities Management personnel.
2. The Police Communications Operator will notify the following personnel in the order listed below:  
  
Operations Commander of the University Police  
Chief of the University Police  
Associate Vice President for Plant and Police Operations  
Assistant Director of the Facilities Management (to assign Facilities Management search team personnel)  
Director of Residence (only if a residence hall is involved)  
Vice President for Administration  
Fire Safety Manager  
Director of University Relations
3. The search team will conduct a thorough search of the building. The appropriate deans should be contacted with the request that they have their department chairpersons make a search of their respective department and personal areas.
4. The building will **NOT** be evacuated unless the ranking officer determines the situation calls for it.
5. If necessary, the building will be evacuated through the use of the fire alarm. Personnel will make sure that the alarm is sounding on all floors. In case of inclement weather, occupants will be removed to a nearby building for temporary shelter. People will not be permitted to congregate at exit doors too close to the building (300 feet). In all cases where evacuation is initiated, the Police Communications Operator will notify the Baltimore County Fire Department.
6. Evacuation of residence facilities will only be initiated in accordance with the evacuation plan outlined under #5 above. The evacuation of residence facilities will be coordinated with the Residence staff who will assist in carrying out a prearranged systematic search procedure. Police and Facilities Management personnel are not to enter or search private residence rooms unless a specific room or location has been given in the threat. Each person should search their own personal areas. In all cases, the ranking police officer on the scene will coordinate all search activities, making all necessary decisions.

## TOWSON UNIVERSITY TASK FORCE ON BOOK ORDER PROCEDURES REPORT

The task force recognizes a number of constraints and operating principles which impinge upon the University Store in its handling of book orders. These include

- limitations of staff, and thus a necessity for long lead time for orders,
- varying policies of publishers with regard to repurchase of unsold books,
- varying policies of publishers with regard to withdrawal of former editions when a new edition is published,
- the desire to provide a "book buy back" service to students, for those books that are identifiably "resalable" in the next semester,
- the desire to minimize overhead costs, including the cost of unsold books, since such overhead must be passed back to the consumer (our students),
- the recognition that inevitably there will be cases each semester when (a) a section must be canceled or (b) the faculty member assigned to a particular section will change and therefore the textbook(s) will change,
- lack of both storage space and capital to maintain inventories of books not currently needed but which may be used in subsequent semesters.

The task force has explored the effects of these constraints and principles upon the ordering and returning of textbooks, and has concluded that a textbook cancellation/return rate of no more than 10% per semester is tolerable.

To maintain a rate of no more than 10%, the task force makes the following recommendations:

1. That the Council of Deans work with chairpersons of all departments to establish a rotation of upper division courses, in order to minimize the necessity for cancellations.
2. That where appropriate, departments adopt uniform textbooks (or adopt a limited set of acceptable alternatives) in multi-section courses. The task force appreciates the simplification of ordering which such standardization can bring but also recognizes that there are many cases where such departmental standardization is not appropriate.
3. That the University Store change the order deadline to a two-tier system--maintain the earlier order deadline for lower division courses, but permit a later deadline (especially the deadline for fall courses) for upper division and graduate courses, especially those in which either the department is unsure the course will make or the faculty member is unsure of his/her choice of books. (For instance, the deadline for fall orders at upper division and graduate levels might be as late as May 1.) This later deadline would decrease the number of sections for which books must be ordered and later canceled.
4. That chairpersons periodically remind all faculty both of order deadlines and of the negative consequences to students of change orders placed after the deadlines.

5. That when a textbook change order is submitted by a faculty member after the textbook ordering deadline for that semester (either an order to drop a text or an order to shift a textbook from "required" to "recommended" status), the department chairperson must approve the change before the University Store will honor the change order. The task force believes that having to justify change orders to one's chairperson will in the long run deter faculty from too lightly changing texts.
6. That the University Store keep records of all change orders and periodically make longitudinal reports to chairpersons and deans, so that the chairpersons and deans can look at ways to minimize the effects and can counsel those faculty members who too frequently change their minds about textbooks.
7. That on an annual basis the University Store notify all chairpersons of those publishers which have particularly rigid prepayment/non-return policies, and that chairpersons make this information known to all faculty in their departments.
8. That the academic community and the University Store staff together take responsibility for maintaining good communication among chairpersons, deans, and the University Store, and that University Store personnel meet periodically (once a year or once every two years) with the Council of Chairs and with the Council of Deans to discuss issues of maintaining and improving textbook service.
9. That these procedures be reviewed, by this or a similar task force, in Fall 1994.

Approved by the Council of Deans

1/16/93

Reaffirmed Fall 1994

## TOWSON UNIVERSITY POLICY FOR THE CARE AND USE OF VERTEBRATE ANIMALS

### A. Introduction

The care and use of all vertebrate animals for research, testing and education at Towson University (TU) is governed by the regulations set forth in the Animal Welfare Act (P.L. 89-544, as amended by P.L. 91-579 and P.L. 94-279), the Guide for Care and use of Laboratory Animals, DHHS, NIH Pub. No. 85-23, 1985 or succeeding revised editions (hereafter referred to as the Guide) and State and local regulations where they apply. The procedures used at TU to ensure that this policy is followed are based on those specified by the PHS Policy on Humane Care and Use of Laboratory Animals by Awardee Institutions, 1985, (Revised 1986), as published in the NIH Guide for Grants and Contracts and Chapter 1-43 of the DHHS Grants Administration Manual.

### B. The Institutional Animal Care and Use Program

1. All vertebrate animals used for research, testing, and education at TU will be housed in facilities that are under the supervision of the Dean of the College of Science and Mathematics (CSM) and the Dean of the College of Liberal Arts (CLA) with the assistance of a consulting veterinarian. All animal holding facilities will meet the standards set forth in the Animal Welfare Act and the Guide. The housing, feeding and other non-medical care of the animals will be directed by a veterinarian or scientist with experience in the proper care of each species. Medical care for the animals will be available and provided by a qualified veterinarian.
2. The consulting veterinarian will be a Doctor of Veterinary Medicine with experience in the care of laboratory animals. The veterinarian will report to the Dean of CSM and will keep and forward all relevant communications to the Dean of CLA. The TU Institutional Animal Care and Use Committee (IACUC) (Section III) will advise the veterinarian on matters related to the use of the animal care facilities.
3. All protocols for research, testing, and education that involve the use of vertebrate animals will be reviewed by TU IACUC to be certain that the care and use of animals is in compliance with the Animal Welfare Act, the Guide, and State and local regulations.
  - a. All grant and contract proposals that involve the use of vertebrate animals for research or testing will be reviewed by the TU IACUC to be certain that the care and use of animals is in compliance with the Animal Welfare Act, the Guide, and State and local regulations.

- b. The use of vertebrate animals for education will be approved by the TU IACUC. The use of animals for education will be subject to the same standards as applied to the use of animals for research and testing.
4. Significant changes in protocols for ongoing use of vertebrate animals in research, testing, and education will be submitted to the TU IACUC for approval before they are implemented. Revised protocols must also meet the standards of the Animal Welfare Act, the Guide, and State and local regulations.
5. TU will have a health program for personnel who work in the Animal Care Facilities or who have frequent contact with vertebrate animals.
6. Instruction in the proper care and use of animals for research, testing and education will be provided to all animal care personnel. Consultation, instruction, and assistance are available on request through the veterinarian.

C. The TU Institutional Animal Care and Use Committee

The members of TU Institutional Animal Care and Use Committee will be appointed by the President of the University, with recommendations from the Dean of CSM and the IACUC Chairperson, to three-year staggered terms. The President will also appoint two alternates. Members may serve two terms. This Committee will have at least five members and shall include a Doctor of Veterinary Medicine, a practicing scientist, individual whose primary concerns are in a non-scientific area, and an individual who is not affiliated with TU. The Institutional members will be appointed to reflect the use of vertebrate animals by members of relevant academic departments. The Chairperson of the TU IACUC will be elected by the members of the IACUC.

The charges of the TU IACUC are:

1. To assist in the development of long-range plans for animal care.
2. To advise the veterinarian and the Dean of CSM as to operations and utilization in the Animal Care facilities.
3. To assist in the evaluation of and mechanisms for space assignments and utilization in the Animal Care facilities.
4. To assure compliance with federal guidelines for use of laboratory animals.

Additional duties and responsibilities of the TU IACUC are outlined below.

1. The Committee will review at least every six months the Institution's program for humane care and use of vertebrate animals.
  2. The Committee will inspect at least every six months all of the Institution's animal facilities.
  3. The Committee will report to the Dean of CSM (copy to Dean of CLA) all of its findings with regard to the Institution's program for animal use and animal holding facilities and make recommendations for any changes. The Committee and the Dean of CSM will assist the Director of Research Administration in preparing the annual letter of Assurance to the Office for Protection from Research Risks.
  4. The Committee will review for approval those sections of all research and testing protocols related to the care and use of vertebrate animals at TU. The Committee will also review for approval any significant changes related to the care and use of animals in all ongoing activities. The standards for approval are based on the Guide. The procedure is outlined in Section IV.
  5. The Committee will review for approval the use of vertebrate animals in the education of undergraduate and graduate students.
  6. The Committee will review all ongoing research, testing and educational activities at least once a year to assure adherence to the principles in the Guide. The procedure is outlined in Section V.
  7. The Committee will have the authority to suspend at any time, any activity that is not being carried out within the principles of the Guide. Any deviation from the Guide requires the approval of the Committee. The procedure for appeal of a Committee decision is outlined in Section VI.
- D. Review of Applications and Proposals using Vertebrate Animals for Research, Testing, and Education
1. It is the responsibility of the individual investigators and teachers to be familiar with all of the policies in the Guide; to design the use of animals for research, testing, and education, in as far as possible, in accordance with these guidelines; and to include all pertinent details in their applications and proposals. Copies of the pertinent sections of the new edition of the Guide, the PHS Policy statement and the TU Policy and Procedures will be provided to all new members of the faculty at the time of the appointment. Any subsequent revised editions of these documents will be provided to all members of the faculty. Copies of these documents will be provided and any subsequent revisions will be given to all

members of the TU IACUC. Copies of other pertinent documents (e.g., the recommendations of the American Veterinary Medical Association Panel on Euthanasia, J. Amer. Vet. Med. Assoc., 173: 59-72, 1978) will be available through the Office of Research Administration.

2. The TU IACUC will provide an Animal Care and Use Form to be completed by all investigators and instructors at the time of submission of proposals for research, testing, or educational activities involving the use of vertebrate animals. This form will provide the TU Institutional Animal Care and Use Committee with a summary of the proposed uses of vertebrate animals, procedures and techniques to be followed, method of euthanasia, and other pertinent information. This form (available from the Office of Research Administration) will also provide the Supervisor of Animal Care facilities with an indication of projected animal care needs, including both routine and special requirements.
3. The TU IACUC will review all of the animal care and use sections of all applications and proposals for research, testing and educational activities (e.g., the Methods and Vertebrate Animals sections of NIH grant proposals) to be certain that all of the required details (PHS Policy, IV, D.1. & 2.) on animal use are present. The failure by an investigator to provide all pertinent details about animal care and use in the appropriate sections of applications, proposals and on the Animal Care and Use Approval Form will result in withholding of approval by the TU IACUC until the required details are included in a revised proposal or approval form.
4. The TU IACUC can disapprove any proposal for research, testing or education if it feels the proposed use of vertebrate animals does not meet the requirements of the Animal Welfare Act or the Guide. If a full committee review has been requested, such decision will be made by a majority vote of the quorum present. Investigators and instructors who are members of the IACUC must be absent during consideration of their own protocols.
5. The TU IACUC will provide written notification of its action to investigators and instructors. The Committee will also provide written notification of approval, or of modifications required to obtain approval of a proposal, to all granting agencies requiring such notification.
6. Disapproval of a proposed research, testing, or educational activity by the TU IACUC can be appealed by the investigator or instructor. The appeal procedure is outlined in Section VI.
7. Protocols that have been approved by the TU IACUC may be subject to further appropriate review and approval by officials of TU. However, these officials may

not approve those sections of protocols related to the care and use of vertebrate animals if they have not been approved by the TU IACUC.

E. Periodic Review of Ongoing Animal Use

1. The use of vertebrate animals in ongoing research and testing activities will be formally reviewed once a year. Animal care and use material will be submitted to the TU IACUC for review using the same procedure as for initial submission of the proposal. The TU IACUC will have the authority to suspend ongoing activities if the procedures are found to be in violation of the various requirements. A decision by the TU IACUC to suspend an activity may be appealed as specified in Section VI.
2. The use of vertebrate animals in teaching and training will be formally reviewed once a year. The review will be accomplished by requiring the instructor(s) for any course using animals to submit a new animal care and use statement for approval by the TU IACUC.

F. Appeal Procedures

1. Failure to obtain approval of a proposal on procedural grounds can be corrected by submitting a revised proposal or Animal Care and use Approval Form.
2. If approval of a proposal is denied because there are serious questions about the care and use of animals, the principal investigator or course instructor can request an appearance before the TU IACUC to answer the questions raised by the Committee.
3. If the first appeal to the TU IACUC does not resolve matters to everyone's satisfaction, the investigator or instructor may, after consultation with the Dean of CSM, request a second meeting with the TU IACUC. All appeals must be copied to the Dean of CSM and the Dean of CLA. At this meeting the investigator or instructor may present expert witnesses from TU or elsewhere to testify to the adequacy or necessity of the animal care and use outlined in the proposal. The decision of the TU IACUC following this meeting will be final.

Approved by the President's Staff  
7/9/91

## CHEATING AND PLAGIARISM

Cheating and Plagiarism Policies and penalties for violating them are set by faculty members subject to any established departmental policy. Any established policy is best stated in writing along with any other classroom policies that are distributed at the beginning of the semester. A statement on cheating and plagiarism distributed to all students may be found in *Undergraduate Catalog*. Since students always have the right of appeal, and should be aware of this, it is important for faculty to record observations and actions taken. If a faculty member wishes to impose penalties, it is recommended that he or she first advise the students of the decision before imposing a final penalty. This gives the student an opportunity to question the decision and to be heard. If a cheating incident should occur, faculty are urged to inform the students involved in writing of the penalty to be imposed, with a copy to the Office of Judicial Affairs. By this method, it may be determined whether or not the student incident is an isolated one.

### TOWSON UNIVERSITY POLICY ON CLASS ATTENDANCE\ABSENCE

1. Students are expected to attend all classes. Consistent attendance offers the most effective opportunity for students to understand concepts, materials, and expectations of those courses in which they are enrolled. Although some courses do not use attendance as a criterion for grading, there are others where in-class participation is an integral part of the course. Examples include, but are not limited to, seminars, practica, and courses that require public speaking, laboratories, language learning, group discussions, or student teaching. Frequent absences from these types of courses, whether excused or unexcused, may affect the final earned grade.

Faculty who use absences as a factor in grading must explain in the course syllabus what effect even an excused absence might have on the evaluation of a student's work.

2. It is policy of the University to excuse the absences of students for the following reasons:
  - X illness or injury when the student is unable to attend class;
  - X religious observance where the nature of the observance prevents the student from attending class;
  - X participation in University activities at the request of University authorities (e.g., Intercollegiate Athletics, Forensics Team, Dance Company, etc.);
  - X compelling verifiable circumstances beyond the control of the student.

Students requested an excused absence must provide documentation to the instructor two weeks prior to the scheduled absence when known in advance, and as soon as possible when not known in advance.

3. Absences that do not fall into any of the categories outlined in item number two are unexcused. Faculty may set a limit on the number of unexcused absences.
4. Students who are absent from class are responsible for any missed work, assignments, or assessments (e.g., quizzes, tests, papers, etc.). Faculty members are required to allow students with documented excused absences to make up missed work or assignments when this is feasible. When the nature of the assignment makes this impossible, the faculty member should attempt to make a reasonable adjustment of the assignment.

Approved by University Senate  
10/6/97

Students who fail to attend the first two regularly scheduled class meetings for any course without formally notifying the instructor in a timely fashion will forfeit their space in that course. Students who fail to attend the first class meeting for any course that meets only once a week will also forfeit their space in that course. When such action is taken, instructors should advise the students to withdraw officially from the courses through the Registrar's Office. The Academic Standards Committee affirms it is the student's responsibility to initiate formal withdrawal procedures.

Approved by the University Senate  
5/6/91

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### COMMENCEMENTS, CONVOCATIONS, AND FACULTY MEETINGS

Commencements and Convocations must be attended in appropriate academic costume by faculty members who hold academic rank when requested to do so according to policies developed by departments, colleges, in fulfillment of their responsibility to participate in the life and governance of the University.

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### CLASSROOM EXPRESSION

Classroom Expression by students includes responsible use of that right. A description of student rights and responsibilities relating to classroom expression may be found in "Towson University Statement of Rights and Responsibilities," II-A-4, and TU *Undergraduate Catalog*, Appendix I, "Towson University Student Code of Conduct--Individual Rights and Responsibilities--Classroom Expression."

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## COLLECTIONS AND DONATIONS

The University permits the solicitation of donations for external organizations only for the United Charities Campaign. This appeal is handled as an official University function.

### II - 1.21 USM POLICY ON COMPENSATION FOR FACULTY

#### II - 1.21 - POLICY ON COMPENSATION FOR FACULTY

(Approved by the Board of Regents, December 10, 1993)

- I. GENERAL POLICY The University System of Maryland seeks to provide salaries for faculty that are adequate to attract and retain individuals with the qualifications and level of performance necessary for the University System and each of its constituent institutions to reach and to maintain the highest levels of excellence in education.

To this end, the USM shall seek increases in funding to attain and to maintain a faculty salary structure for each of its constituent institutions which is merit-based and in which the average faculty salary is at or above the 85th percentile of that institution's classification group.

The American Association of University Professors (AAUP) annual conducts and publishes a national survey of salaries for instructional faculty. The AAUP salary information shall constitute the data base for implementation of this policy. However, this policy shall apply to all persons defined as faculty by the University System of Maryland, whether or not they satisfy the AAUP definition of instructional faculty.

With the exception of the University of Baltimore Law School and the professional schools at UMAB each institution's classification group shall be the set of all public colleges and universities included in its Carnegie classification. Placement of USM institutions within a Carnegie category shall be made annually by the Chancellor based on the application of Carnegie classification criteria to the most recent available data on each institution.

Comparisons for the University of Baltimore Law School and the professional schools at UMAB shall be based on relevant national data for each of the respective schools.

Salary increases for current faculty shall be based on merit, and shall be determined on the basis of exceptionally effective teaching, scholarship and public service. Equity considerations may be taken into account in awarding salary increases.

- II. IMPLEMENTATION The Chancellor, in consultation with the presidents, shall develop implementation guidelines for this policy which shall be based on evaluation of faculty merit using appropriate measures of faculty productivity. Consistent with this policy, these guidelines shall include a common format for an annual report by each institution to the Regents accounting for its use of merit funds for salary increases and may include salary ranges.
  
- III. REPLACEMENT FOR Sections II B and C of USM BOR VII-4.01, BOR III-14.00, BOT VII-K

**TOWSON UNIVERSITY POLICY STATEMENT ON CONTRACT GRADING**

Although the Academic Standards Committee has a carefully articulated grading system based on the quality of work (see *Undergraduate Catalog*), it is aware that several faculty members employ various forms of contract grading based primarily on the quantity of work. After reviewing syllabi of courses employing contract grading which might inhibit this alternative method of student assessment, the Committee would set guidelines and procedures to insure that all systems are academically sound. It, therefore, proposes the following:

1. An instructor using any form of contract grading must first submit the syllabus and contract to the departmental curriculum committee.
2. The departmental committee must approve the contract and send a copy with approval to the Academic Standards Committee.
3. The Committee's approval shall signify that:
  - a) Contract grading is appropriate for the particular course.
  - b) The proposed system of contract grading is clear and fair.
  - c) The contract bases at least fifty percent of the grade on the quality of work as opposed to the quantity.
4. The Academic Standards Committee will monitor contract grading by reviewing the college committee's reports.

Approved by the Academic Standards Committee  
10/24/89

**CONTRACT GRADING APPROVAL FORM**

TOWSON UNIVERSITY  
OFFICE OF THE REGISTRAR

**CONTRACT GRADING APPROVAL**

TO: Mr. William J. Reuling, Secretary  
Academic Standards Committee

FROM:

SUBJECT: Course Approval for Contract Grading

The Curriculum Committee in the College of \_\_\_\_\_ has approved course and section numbers \_\_\_\_\_, entitled \_\_\_\_\_, for contract grading. This approval signifies that the Committee considers contract grading appropriate for this course, that the system of contract grading is clear and fair, and that the contract bases at least fifty percent of the grade on quality as opposed to quantity. A copy of the syllabus and contract is included for review by the Academic Standards Committee.

**DISRUPTIVE STUDENT ENROLLED IN A CLASS**

A disruptive student enrolled in a class may be asked to leave and re-entrance may be forbidden. For further information, consult the Office of the Vice President for Student Life (x2055).

## **TOWSON UNIVERSITY POLICY ON DOUBLE SECTIONS**

Double-sectioning may be permitted by the dean of the college on a limited basis.

Towson University traditionally has had as its primary goal the provision of high quality education for all students. The University has placed major emphasis upon excellence in teaching as the most important determinant of quality education. It has been generally felt by both faculty and administration that excellence in instruction is aided considerably by a low faculty-student ratio. Accordingly, classes of small to moderate size have predominated in the University.

However, for a variety of reasons--the special needs of students, the nature of the subject matter content being taught, and difficulties in scheduling, for example--multiple sections have been permitted in a few courses. In this arrangement, as many as four sections of students meet as a group one or two times a week for a large group presentation, generally a lecture. An additional three hours weekly for each section beyond the first is scheduled by the instructor for small group recitation and discussion and/or for conferences with individual students. While multiple section courses reduce the number of weekly lecture hours required of the instructor, the hours "saved" through this arrangement are used by the instructor to meet with small groups and individuals so that the personalization of instruction which is traditional at Towson University may be preserved.

Multiple sections--with their mix of lecture and discussion, of large-group, small-group, and individual interaction, and of formal and informal student instructor contact--generally have been well received by students. If this instructional arrangement is to continue to be successful, however, it is important that its objectives be accomplished and that students derive the benefits intended. In order to insure these outcomes, specific expectations for such courses have been developed.

Faculty wishing to present a multiple section course must specify the steps they will take to insure that each expectation listed below will be met in the course. For double section courses to be offered in Fall 1990, or for the first double-sectioning of a particular course by a particular faculty member thereafter, the faculty member must submit the justification in writing to the department chairperson, who will review and approve it before forwarding it to the dean of the school or college, whose recommendation for approval or non-approval, in consultation with the Provost, is final. For subsequent double-sectioning of a course for which the justification was filed as described above, so long as it is the same course, taught by the same faculty member, and all the provisions contained in the justification document remain unchanged, it will not be necessary to resubmit the justification document; instead, the attached form should be used. However, if any changes are to be made to the justification, or if the faculty member proposes to double-section a course he/she has not previously been approved to double-section (whether or not other members of the department may already be approved to double-section that course), then the full justification must be submitted as described above.

The specific expectations for multiple section courses are as follows:

1. Innovative teaching methods and techniques appropriate to the course are to be implemented, particularly those which are not typically available to students.
2. A variety of experiences, including, where appropriate, field experience and on-site observations, for example, will be made available to students in the multiple section course.
3. Ample opportunity for writing and research experiences shall be provided to students; and assignments in the multiple section course should exceed those generally required in the single-section course.
4. The students will have sufficient opportunities to meet with the instructor in individual and small group situations. Student conferences, moreover, will be held regularly in order to provide ample opportunity for students to ask questions and express concerns. In this regard, it is not sufficient for the faculty member simply to list more than the minimum three hours a week of office hours.
5. Multiple section courses will be scheduled for a sufficient number of class periods to accommodate both the large-group presentations and small-group recitations and discussions. In most cases, extra periods will be required to permit sufficiently small groups of students within the large class to meet separately with the instructor for recitation and discussion.

Faculty members whose request to offer a multiple section is approved must understand that, if pre-registration enrollments do not justify multiple sectioning (as a rule of thumb, pre-registration enrollment of at least the class limit of one section for a double-section course), the chairperson and dean in consultation may decide to split the double section, which in most cases will mean that the "new" section will be scheduled in non-prime time.

Approved by the Council of Deans  
3/13/90

**DOUBLE SECTION APPROVAL REQUEST**

TOWSON UNIVERSITY

College of

**DOUBLE SECTION APPROVAL REQUEST**

**FACULTY MEMBER=S REQUEST:**

Course:

Faculty member:

Semester to be offered:

Date of initial approval of double-sectioning of this course by this instructor:

Instructor=s signature \_\_\_\_\_ Date:

**CHAIRPERSON=S APPROVAL:**

Double section: \_\_\_\_\_ approved \_\_\_\_\_ disapproved

Chairperson=s signature \_\_\_\_\_ Date:

**DEAN=S APPROVAL:**

Double section: \_\_\_\_\_ approved \_\_\_\_\_ disapproved

Dean=s signature \_\_\_\_\_ Date:

Comments:

After all signatures have been obtained, the dean will retain original, and will send copies to faculty member and chairperson.

## **TOWSON UNIVERSITY E-MAIL POLICY**

### **PURPOSES**

The purpose of this policy is to set forth guidelines relating to the permissible use of the University's Electronic Mail System (E-Mail); to delineate the University's right of access to E-Mail; and, to establish rules relating to the retention and destruction of E-Mail. This Policy may be amended as required by law or other applicable Towson University or University System of Maryland regulations.

### **PERMISSIBLE USES OF E-MAIL**

The University provides its faculty and staff E-Mail to perform University related duties and responsibilities. E-Mail made or received using University facilities is presumed to be made and/or received in the course of University employment and is subject to rules, regulations and laws pertaining to University records including the Maryland Public Information Act.

### **UNIVERSITY ACCESS TO E-MAIL**

Because University E-mail is University property, the University has a right of access to such E-mail for University related purposes, which may include, but are not limited to, the following:

1. To maintain system integrity, including, but not limited to, tracking viruses and performing ordinary system repair, maintenance and enhancement.
2. To comply with legal requests and demands including, requests under the Maryland Public Information Act, subpoenas, discovery requests, legislative audits, and other requests for information to which the University is required to respond under law or pursuant to University System regulations.
3. To perform required internal investigations, including, but not limited to, investigations requested by the President, the University's attorneys, its auditors or its police.
4. To obtain information: (a) related to the defense of any action brought against the University or any of its faculty and staff; (b) related to any action brought on behalf of the University or any of its faculty and staff; or (c) related to any matter in which the University has an interest.
5. To obtain information for any other University related purpose upon the written approval of the President. The President may delegate this authority to the University's attorneys and/or its auditors.

## **INTELLECTUAL PROPERTY**

Independent scholarly or artistic work in which a faculty or staff member has a property interest, as provided in University System of Maryland regulations, and which is communicated through E-Mail, shall be the property of the faculty or staff member. In the event there is a dispute regarding this work, the University shall have the right, upon written notification to the faculty or staff member, to obtain access to the work for the purpose of determining whether the University has an interest. The President, however, must approve any such access in writing.

## **RETENTION AND DISPOSAL**

Employee E-mail may be a public record subject to disclosure under the Maryland Public Information Act and, to the extent allowed by existing E-mail retention capability, E-mail may be subject to the record retention schedules established by Maryland law and regulations.

At this time, the University's Office of Computing and Network Services retains backup files for six weeks before tapes are re-used. The University's Office of Computing and Network Services may retain backup files for 5 years. If employees wish to retain E-mail beyond these respective backup periods, they must transfer the information to disk. Such disks, and the information they contain, constitute University property. A disposal policy will be developed to conform with the policies and procedures set forth by the State's Archivist.

## **MISUSE OF E-MAIL**

Misuse of E-mail may subject the user to administrative disciplinary actions or to any other action allowed by law or regulation.

## **SEPARATION FROM EMPLOYMENT**

Upon separation from employment, the employee's E-mail account shall be terminated and the University shall have the right to any E-mail made or received by the employee using University E-mail facilities or which is otherwise made or received in the course of employment.

Approved by President=s Staff  
2/9/96

**USM POLICY ON EMERGENCY CONDITIONS: CANCELLATION OF CLASSES  
AND RELEASE OF EMPLOYEES**

VI - 12.00 - POLICY ON EMERGENCY CONDITIONS: CANCELLATION OF CLASSES  
AND RELEASE OF EMPLOYEES

(Approved by the Board of Regents, May 1, 1992)

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 University System of Maryland employees.

II. Cancellation of Classes

Each employee of the University is expected to report to work as scheduled, even if classes are canceled, unless the employee has been notified through established campus procedures not to report.

III. Closing Facilities

A. Before the Start of Work. When any facility is closed prior to the start of normal work hours or shifts, non-essential employees, except those on previously approved leave, are to be considered to be on Administrative Leave.

The status of contractual employees will be determined by the terms of their contracts.

B. After the Start of Work. When, as a result of emergency conditions any facility is closed after the start of normal work hours or shifts non-essential employees are to 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 appropriate accrued paid leave, or be placed in a no-pay status.

The status of contractual employees will be determined by the terms of their contracts.

IV. Essential Employees

Employees who are required to perform duties after an emergency condition has been declared shall be compensated with compensatory leave or cash payment equivalent to

the Administrative Leave granted to non-essential employees who are released from the same facility.

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.

V. Liberal Leave

A Chief Executive Officer (CEO) 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 circumstances not yet declared as an emergency shall be excused. Such excused absence must be charged to appropriate paid or unpaid leave.

VI. Evacuation of an Institution Facility

In the interest of personal safety, nothing in this policy precludes the necessary, immediate evacuation of a campus facility by the person in charge or his/her designee.

DEFINITIONS:

AEmergency Conditions $\equiv$  - Those conditions which are determined by each campus CEO or designee 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, civil disorders or other unusual circumstances which may endanger students and/or employees.

AEssential Employee $\equiv$  - An employee of a facility who has 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. Examples of such employees are police, stationary engineers or other heating plant and maintenance personnel, snow removal employees, food service staff, hospital staff, etc.

IMPLEMENTATION PROCEDURES:

Each Chief Executive Officer shall develop procedures as necessary to implement this policy and submit a copy to the Chancellor.

**TOWSON UNIVERSITY FACULTY AND STUDENT PROCEDURES REGARDING  
EMERGENCY ABSENCE OR LATENESS OF FACULTY DURING FINAL  
EXAMINATIONS**

- A. Student Procedure When Faculty Member is Late/Absent for the Final Examination. If, because of an emergency, the faculty member is late, the absence of the faculty member should be reported to the department chairperson or designate immediately. Unless dismissed by the department chairperson or designate and instructed about makeup examination procedures, students should wait for thirty minutes after the beginning of the examination period. After waiting for this length of time, all students should sign an attendance list and include their telephone numbers. Students should designate two students as class representatives to take the attendance list to the department chairperson/office. If the department office is closed, the class representatives should take the attendance list to the University Police Office and ask to have it forwarded to the appropriate department chairperson.
- B. Faculty Member Procedure When Absent from a Final Examination Because of Emergency
1. The faculty member, when possible, must arrange for another day and time to give the final examination.
  2. The faculty member may exempt students from taking the final examination if the students agree to receive the grade earned up to that time.
- C. Faculty Member Procedure When Late for a Final Examination Because of an Emergency
1. The faculty member must adjust the grade value for parts of the examination to allow for the time missed as a result of the lateness, or
  2. The faculty member must permit the students additional time to complete the examination and make allowances for those students who cannot take advantage of the additional time.

Approved by the University Senate  
4/7/86

## **TOWSON UNIVERSITY POLICY ON ETHICAL COMPUTER USE**

Every faculty member is eligible for computing privileges at no cost. In the freely-accessible system provided by Information Resources Academic Computing, user responsibility is the keystone of successful operation. All computing accounts are non-transferable, and faculty are relied upon to safeguard their personal accounts and to monitor their student accounts to assist in preventing misuse. The laws provide severe penalties for computer abuses, and University-owned copyrighted proprietary software must not be used in any way prohibited by law. In the final analysis, faculty responsibility and prudence are the best guarantee of ethical computer use. Additional information may be found in the Academic Computing User's Manual, available on request.

Approved by the University Senate  
5/5/86

### **ETHICS AND PROFESSIONAL COMMITMENT**

The University subscribes to the "Statement on Professional Ethics" approved in 1966 by the American Association of University Professors. The statement may be found in *Red Book*. Faculty members are subject to the Maryland Public Ethics Law, which defines conflict of interest. For an explanation of the law, see *Personnel Manual*, I-E, "The Public Ethics Law."

**EXTENDED FACULTY ABSENCE REQUEST FORM**

(for absences of 5 but no more than 10 working days)

NAME

DEPARTMENT

DATE OF ABSENCE: from \_\_\_\_\_ to

REASON FOR ABSENCE:

PLAN FOR SUBSTITUTE TEACHER OR ALTERNATIVE ACTIVITIES:

SIGNATURE \_\_\_\_\_ DATE

CHAIRPERSON APPROVAL \_\_\_\_\_ DATE

DEAN'S APPROVAL \_\_\_\_\_ DATE

PROVOST'S APPROVAL \_\_\_\_\_ DATE

## **TOWSON UNIVERSITY POLICY ON EXTERNAL USE OF THE UNIVERSITY'S NAME**

### **Scope**

This policy applies to courses, workshops, conferences, institutes, and non- credit programming operated through the Division of Academic Affairs of Towson University and includes procedures for fair advertising, quality assurance, and fiscal accountability.

### **Purpose**

This policy is intended to assure that:

1. the consumers and potential consumers of the University's programs and services receive all pertinent information about the program from which they can make an informed decision;
2. advertising will specify procedures consistent with accepted accounting procedures, including cash receipts, cancellation and refund policies, and other matters;
3. presenters, lecturers, instructors, and facilitators of non-credit courses, workshops, seminars, and related programs are fully identified in terms of their relationship to the University;
4. all University policies and procedures regarding publications are met, such as those for the placement of EEO/AA notices; and
5. the role and channels of communication between the Division of Academic Affairs and the Event and Conference Services Office will be clarified so that programming which is inconsistent or competitive with the Division of Academic Affairs's programs will be avoided.

### **Quality Assurance**

1. Procedures must be in place within each college to ensure programs have the dean's and department's support, as well as the support of any other councils, committees, or related groups within the college, as deemed appropriate by the dean.
2. Instructors/presenters must have an acceptable combination of education and experience in a program's topic area, as deemed appropriate by the department/dean.
3. Programs longer than three contact hours should entail completion of evaluation forms by participants.

4. Audiovisual aids, when used, should be appropriate for the audience.
5. Participant feedback and input should be solicited, formally or informally, during the conduct of programs extending over several weeks so that enhancements may be included, as appropriate.
6. All Continuing Education Units (CEU) activities must be coordinated with the College of Graduate and Extended Education in accordance with University procedures and national guidelines.
7. Centers and institutes will prepare an annual report to the Provost following established guidelines.

### **Financial**

1. Co-sponsored programs can be operated under a non-financial agreement, a joint venture agreement, a services procurement contract, or an employer-employee payroll arrangement. Regardless, the relationship should be defined clearly in writing. Whenever a financial relationship exists, existing University or Towson University Foundation procedures must be followed.
2. Appropriate accounting controls must be in place. Centers and institutes should consult with the Bursar's Office to establish necessary procedures.
3. Co-sponsors must have the right to inspect or review all financial records in which they have an interest.
4. An acceptable procedure for handling cash receipts must be in place. This should be arranged in consultation with the Bursar's Office.
5. To prevent audit exceptions arising from commingling State and Foundation funds, a program can be run either as a University program or as a Foundation program, but not as both. If a program is to be operated as a Foundation program, it must clearly be advertised as a Foundation program, not as a University program.

### **Advertising and Related Topics**

1. Advertising of all programs offered through the Division of Academic Affairs of the University shall include the affiliation and title of any instructors or presenters who are not members of the University's faculty or staff. Instructors and presenters who are members of the University's faculty should also be designated by department and college affiliation.

2. Program advertising should refer to Towson University prominently and also state the sponsoring college, department, or center/institute. Precedence may vary based on the design of an advertising piece; however, all sponsors should be acknowledged.
3. If a University program is co-sponsored with an external party, advertising or promotion produced by that party must be reviewed by the accountable administrator from the University before release to the public. Full University editorial rights should be made part of any co-sponsorship agreement.
4. If a group wishes to affiliate with the University solely for the purpose of space procurement, it should be referred to the Event and Conference Services Office, and its request will be handled as a rental of space. If the University has a more substantial academic interest and takes a more active role, the program could be administered through the Division of Academic Affairs. Substantial interest should be determined on a case-by-case basis. Factors used to determine a substantial interest may include but are not necessarily limited to the degree to which the University has input on curriculum and selection/approval of instructors, whether the accountability for approval by a regulatory body (such as the Insurance Commission) rests with the University, whether program evaluation is conducted by the University, whether participants register through the University or through the other party, and the distribution of fiscal operations between the University and the other party.
5. If the Event and Conference Services Office is approached by a party seeking to rent space and the purpose for which they are renting space falls within an area of expertise of one of the University's academic departments or offices, it is expected that a representative from that Office will contact the appropriate academic department or office before finalizing a rental agreement. This will provide the opportunity for co-sponsorship, if the department so desires, will allow a department to veto an activity which may conflict or compete with existing or planned activities offered by the department, and will allow the department to veto an activity that could be inferred by the public as a department or department-sanctioned activity when in fact it is not.
6. Any advertising materials that originate from a co-sponsorship that carries the University's name must follow publication policies as established by the Design and Publications Office and the University Post Office. This includes placement of logo, format of the mailing and return addresses, use of postage permit numbers, and the correct form of the affirmative action/equal employment opportunity statement.
7. For accounting and auditing reasons, any advertising must specify exactly what is covered by tuition or registration fees beyond actual admission to the program. This would include but would not be limited to food and beverage service, transportation costs, participant manuals, books, and other cost items.

8. All advertising which includes a registration form must specify all conditions and procedures for refunds in the event a participant withdraws.
9. Advertising must include a contact person's or office's telephone number. Offices which may receive telephone inquiries about a specific program should be alerted so that callers can be routed to the correct number.

Approved by the Council of Deans  
5/7/91

Approved by the President's Staff  
7/8/91

**FACULTY MEMBERS MUST MEET CLASSES**

Faculty members must meet classes as scheduled unless illness or absence arranged according to University policies prevents. If a faculty member is absent due to illness, the department chairperson must be notified so that arrangements for class coverage, announcements of assigned work, and dismissal may be made. Students should be told that unless dismissed by the department chairperson they should wait for 20 minutes after the beginning of the class period for an absent faculty member before leaving the classroom.

## **UNIVERSITY SYSTEM OF MARYLAND POLICY ON FACULTY, STUDENT, AND INSTITUTIONAL RIGHTS AND RESPONSIBILITIES FOR ACADEMIC INTEGRITY**

### **III - 1.00 - POLICY ON FACULTY, STUDENT AND INSTITUTIONAL RIGHTS AND RESPONSIBILITIES FOR ACADEMIC INTEGRITY**

(Approved by the Board of Regents, November 30, 1989)

The academic enterprise is characterized by reasoned discussion between student and teacher, a mutual respect for the learning and teaching process, and intellectual honesty in the pursuit of new knowledge. By tradition, students and teachers have certain rights and responsibilities which they bring to the academic community. While the following statements do not imply a contract between the teacher or the institution and the student, they are nevertheless conventions which should be central to the learning and teaching process.

#### **I. FACULTY RIGHTS AND RESPONSIBILITIES**

- A. Faculty members shall share with students and administrators the responsibility for academic integrity.
- B. Faculty members shall enjoy freedom in the classroom to discuss all subject matter reasonably related to the course. In turn, they have the responsibility to encourage free and honest inquiry and expression on the part of students.
- C. Faculty members, consistent with the principles of academic freedom, have the responsibility to present courses that are consistent with their descriptions in the catalog of the institution. In addition, faculty member have the obligation to make students aware of the expectations in the course, the evaluation procedures, and the grading policy.
- D. Faculty members are obligated to evaluate students fairly, equitably, and in a manner appropriate to the course and its objectives. Grades must be assigned without prejudice or bias.
- E. Faculty members shall make all reasonable efforts to prevent the occurrence of academic dishonesty through appropriate design and administration of assignments and examinations, careful safeguarding of course materials and examinations, and regular reassessment of evaluation procedures.
- F. When instances of academic dishonesty are suspected, faculty members shall have the responsibility to see that appropriate action is taken in accordance with institutional regulations.

## II. STUDENT RIGHTS AND RESPONSIBILITIES

- A. Students share with faculty members and the administrators the responsibility for academic integrity.
- B. Students have the right of free and honest inquiry and expression in their courses. In addition, students have the right to know the requirements of their courses and to know the manner in which they will be evaluated and graded.
- C. Students have the obligation to complete the requirements of their courses in the time and manner prescribed and to submit their work for evaluation.
- D. Students have the right to be evaluated fairly, equitably, and in a timely manner appropriate to the course and its objectives.
- E. Students shall not submit as their own work any work which has been prepared by others. Outside assistance in the preparation of this work, such as librarian assistance, tutorial assistance, typing assistance, or such special assistance as may be specified or approved by the appropriate faculty member, is allowed.
- F. Students shall make all reasonable efforts to prevent the occurrence of academic dishonesty. They shall by their own example encourage academic integrity and shall themselves refrain from acts of cheating and plagiarism or other acts of academic dishonesty.
- G. When instances of academic dishonesty are suspected, students shall have the right and responsibility to bring this to the attention of the faculty or other appropriate authority.

## III. INSTITUTIONAL RESPONSIBILITIES

- A. Constituent institutions of the University System of Maryland shall take appropriate measures to foster academic integrity in the classroom.
- B. Each institution shall take steps to define acts of academic dishonesty, to ensure procedures for due process for students accused or suspected of acts of academic dishonesty, and to impose appropriate sanctions on students found to be guilty of acts of academic dishonesty.
- C. Students expelled or suspended for reasons of academic dishonesty by an institution in the University System of Maryland shall not be admissible to any other System institution if expelled, or during any period of suspension.

Replacement for: BOR I-9.00

## USM POLICY ON FAMILY AND MEDICAL LEAVE FOR FACULTY

### II - 2.31 - POLICY ON FAMILY AND MEDICAL LEAVE FOR FACULTY

(Approved by the Board of Regents, October 6, 1995)

#### I. Purpose and Applicability

The purpose of this policy is to implement the Family and Medical Leave Act of 1993 (FMLA), P.L.P.L. 103-3. This policy applies to all eligible faculty of the University System of Maryland (USM) who are covered by the provisions of USM BOR Policy II - 1.00 on Appointment, Rank and Tenure of Faculty. Under certain circumstances it is the policy of the USM to provide a faculty member with up to a maximum of twelve (12) weeks of unpaid leave during a twelve (12) month period for certain serious health condition reasons.

#### II. Terms and Definitions

The following terms and definitions shall apply for purposes of this policy:

- A. **Accrued Leave:** Earned and unused annual, holiday, sick and personal leave.
- B. **Alternative Position:** A position to which a faculty member may be temporarily reassigned during a period of intermittent F&M leave and/or reduced schedule. The alternative position shall have the same benefits and pay as the position from which the faculty member was reassigned.
- C. **Care:** A to take care of or A to care for. The term care is intended to be read broadly to include both physical and psychological care. The language applies to the period of inpatient care and home care as well.
- D. **Child:** A person who is the son or daughter of a faculty member and who is under eighteen (18) years of age; or, eighteen (18) years of age or older and incapable of self care because of a mental or physical disability during the period of the serious illness. The son(s) and/or daughter(s) may be the biological, adopted, step or foster child(ren) of the faculty member. A child is also someone who is the legal ward of the faculty member or someone for whom the faculty member has provided sufficient, notarized affidavit(s) and proof of financial dependence that he/she is standing in loco parentis.
- E. **Faculty Member:** An employee who is covered under the provisions of USM BOR Policy II - 1.00 on appointment, rank, and tenure of faculty and (1) whose date of hire is 12 months prior to the date of the requested leave, and (2) whose

employment during the twelve months preceding the leave request was at least 50 percent or greater for purposes of this policy, faculty member shall refer to Aeligible faculty member USM Bylaws, Policies and Procedures of the Board of Regents of full time under a 9.5-month or longer contract, or who has been employed for at least twelve months (which need not be consecutive) and has worked at least 1,040 hours during the twelve months preceding the leave request.

- F. **Equivalent Position:** A position at the institution to which a faculty member shall be restored upon the completion of the F&M leave. The equivalent position shall have the same benefits, pay, and other terms and conditions of employment as the position from which the faculty member took leave.
- G. **Health Care Providers:** Are doctors of medicine or osteopathy, podiatrists, dentists, clinical psychologists, optometrists, chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by x-ray to exist), nurse practitioners and nurse midwives, as authorized to practice by the State of Maryland; and Christian Science Practitioners listed with the First Church of Christ Scientist in Boston.
- H. **Immediate Family Member:** Is the faculty member=s parent(s), spouse, or child(ren), or legal wards.
- I. **In Loco Parentis:** AIn the place of a parent; instead of a parent; charged, factitiously, with a parent=s rights, duties and responsibilities. Any eligible faculty member claiming an in loco parentis relationship with a child, or any eligible faculty member claiming to be the child of an in loco parentis relationship may be requested to provide documentation of such relationship.
- J. **Institution:** Is the employing USM institutionXthe USM institution from which the faculty member is taking leave.
- K. **Parent:** Is the faculty member=s biological, adoptive, step or foster mother or father, or someone who stood in loco parentis to the faculty member when the faculty member was a child.
- L. **Restoration:** As used within the *FMLA* and used within this policy, restoration is an institutional guarantee that at the conclusion of the F&M leave the faculty member will be resumed either to the same position from which he/she took leave, or to an equivalent faculty position.
- M. **Serious Health Condition:** Is an illness, injury, impairment, or physical or mental condition that involves patient care in a hospital, hospice, or residential medical care facility, or home care, or continuing treatment by a health care

provider. A serious health condition is also intended to cover conditions or illnesses that affect the faculty member=s health or the health of the faculty member=s immediate family to the extent that the family member is in the hospital or other health care facility or at home and unable to care for his/her own basic hygienic or nutritional needs or safety such that the faculty member must be absent from work on a regular and recurring basis for more USM Bylaws Policies and Procedures of the Board of Regents than a few days for treatment or recovery. With respect to the faculty member, a serious health condition means that the faculty member must be incapacitated from performing the essential functions of his/her position.

Examples of serious health conditions applicable to the faculty member or the faculty member=s immediate family member include, but are not limited to: heart conditions requiring heart bypass or valve operations; most types of cancer; back conditions requiring extensive therapy or surgical procedures; severe respiratory conditions; appendicitis; emphysema; spinal injuries; pneumonia; severe arthritis; severe nervous disorders; injuries caused by serious accidents; ongoing pregnancy, miscarriages complications or illnesses related to pregnancy, such as severe morning sickness, the need for prenatal care, childbirth, and recovery from childbirth. Additional examples are a faculty member or immediate family member whose daily living activities are impaired by such conditions as Alzheimer=s disease, stroke, or clinical depression, who is recovering from major surgery, or who is in the final stages of a terminal illness.

- N. **Spouse:** The person to whom the faculty member is legally married - a husband or wife.

### III. **Reasons for Leave**

- A. A faculty member is entitled to take F&M leave for the following reasons:
1. the birth of the faculty member=s child,
  2. the placement of a child with the faculty member for adoption or foster care,
  3. the need to take care of the faculty member=s child within a twelve (12) month period from birth or placement,
  4. the need to take care of the faculty member=s immediate family member who has a serious health condition, and
  5. the serious health condition of the faculty member.
- B. F&M leave is not intended to cover minor illnesses that last only a few days and short-term medical and/or surgical procedures that typically do not involve hospitalization and require only a brief recovery period such as these that are

normally handled through non-creditable and earned sick leave (see USM BOR II - 2.30).

- C. Additionally, requests for leave to take care of the employee=s school-age child under the age of fourteen (14) during school vacations may be granted to the extent that the leave does not create a hardship with respect to the operational needs and work schedules of the applicable institutional unit.

#### **IV. F&M Leave Entitlement**

- A. A faculty member is entitled to a maximum of twelve (12) workweeks (60 days) of F&M leave within a calendar year. F&M leave can be taken continuously or, under certain circumstances, on a reduced F&M leave schedule, or intermittently over the course of a calendar year. F&M leave entitlement shall not be carried over from calendar year to calendar year.
- B. The actual F&M leave entitlement shall be integrated with the amount of other leave taken for F&M-related reasons during the calendar year within which the F&M leave is to begin.
- C. A faculty member who regularly works full time is entitled to a maximum of twelve (12) workweeks (60 days) of F&M leave per calendar year. A faculty member who works less than full time is entitled to a prorata share of the twelve (12) week/sixty (60) day maximum.
- D. The spouse of a faculty member employed by the USM shall be entitled to a separate, individual, maximum family and medical leave eligibility amount. The amount of leave for which one spouse may be eligible, or the amount of leave used by one spouse shall not limit or enhance the leave amount or the leave usage of the other spouse. Spouses shall be entitled to take leave simultaneously or in succession and in any portion of their respective individual maximum for reasons of a serious health condition of the faculty member and for the serious health condition of the faculty member=s immediate family members. Requests for simultaneous F&M leave by spouses employed by the same institutional unit may be granted for reasons of childbirth, placement with the faculty member of a child for adoption or foster care, or care for a newborn child, to the extent that simultaneous leaves do not substantially disrupt the academic program or unit of which the faculty members are a part.

#### **V. Integration of Other Leave Taken with F&M Leave Entitlement**

Actual F&M leave entitlement shall be based on the faculty member=s use of other leave during the calendar year within which the F&M leave begins. The faculty member=s use of the following types of leave shall be deducted from the actual F&M leave entitlement:

- A. any prior F&M leave taken within the applicable year, including accrued paid leave and non-creditable leave substituted for F&M leave,
- B. accident leave used within the applicable year,
- C. any type of unpaid leave for reasons related to family and medical circumstances taken within the applicable year.

#### **VI. Compensation Leave During Leave**

F&M leave is unpaid leave. However, based upon either the election of the faculty member or the requirement of the Chief Executive Officer or designee and in accordance with USM's and the institution's existing leave procedures, accrued paid leave and non-creditable leave used for purposes that qualify under FMLA shall be substituted for all or any part of the F&M leave.

#### **VII. Status of Benefits While on Family and Medical Leave**

- A. A faculty member who is granted an approved F&M leave under this policy shall continue to be eligible for all employment benefits that he/she enjoyed immediately prior to the F&M leave.
- B. A faculty member on F&M leave for reasons noted in Section III.A. may elect to continue employer-subsidized health care benefits during the period of leave. The Chief Executive Officer or designee shall provide advance written notice to the faculty member of the terms and conditions under which the premium payments are to be made by the faculty member. The subsidy shall cease if a faculty member gives notice that he/she no longer wishes to return to work. The institution shall recover its share of health premiums during unpaid F&M leave if the faculty member fails to return to work, or returns to work but fails to stay thirty (30) calendar days, unless the reason for not returning or staying is due to the continuation, recurrence or onset of a serious health condition or other circumstances beyond the faculty member's control.
- C. Except as noted in Section X, Job Protection, upon return from leave a faculty member shall be restored with all the rights, benefits and privileges enjoyed prior to the leave.
- D. While on any unpaid portion of an F&M leave, a faculty member shall not earn or accrue any additional leave.
- E. A faculty member may elect to purchase service credit at the time of retirement for prior leaves without pay that are qualified by the Maryland State Retirement

and Pension Systems. Upon approval of a leave without pay, a faculty member shall follow the institution procedure to assure that this option may be exercised.

### VIII. **Notice of F&M Leave**

Regardless of the reason for the F&M leave, a faculty member shall give at least thirty (30) calendar days notice and provide the appropriate medical certification of adoption or foster child placement, before taking a F&M leave. When the need for leave is not foreseeable, a faculty member shall give notice as soon as practicable but no less than two (2) working days of learning of the need for leave. If this is not possible due to a medical emergency, then the faculty member or the faculty member=s designee shall give written notice and provide the appropriate certification as soon as practicable.

### IX. **Job Protection**

- A. A tenure-track faculty member whose leave under the sick leave or FMLA leave policies totals at least one semester or six continuous months may request through his or her department chair or appropriate appointing authority that the mandatory tenure review be postponed. The request shall be forwarded through the faculty member=s dean, for recommendation, to the chief academic officer of the institution for decision.
- B. Except as provided in IX. C., D., and E., and F., a faculty member returning to work at the conclusion of an F&M leave shall be restored to his/her former position with the pay, benefits and terms and conditions of employment that he/she enjoyed immediately prior to the F&M leave.
- C. A faculty member is not entitled to restoration if the Chief Executive Officer or designee determines that the faculty member had been hired for a specific term or only to perform work on a specific project defined in writing and the term or project is over and the institution would not otherwise have continued to employ the faculty member.
- D. If at any point prior to or during the F&M leave the Chief Executive Officer or designee determines that the faculty member=s former position cannot be held available for the duration of the leave, the Chief Executive Officer or designee, at the conclusion of the leave, shall restore the faculty member to an equivalent position.
- E. If there are reductions in the work force while the faculty member is on F&M leave and he/she would have lost his/her position under the institution=s retrenchment policy(ies) had he/she not been on leave, there is no obligation to restore the faculty member to his/her former or equivalent position.

- F. A faculty member shall be restored consistent with current, applicable, appropriate pay, benefits and other terms and conditions of employment.

**X. Medical Certification**

- A. For leaves related to serious health conditions and to childbirth, the faculty member shall provide medical certification(s) from the faculty member=s or family member=s health care provider. The faculty member shall have fifteen (15) calendar days to obtain the medical certification unless not practicable to do so despite the faculty member=s diligent good faith efforts. Such certification shall include but not be limited to:
1. a statement of medical facts meeting the criteria for A serious health condition;≡
  2. date condition commenced;
  3. regimen of treatment to be prescribed;
  4. the duration of absence from work;
  5. in the case of the faculty member=s serious health condition, certification that the faculty member is unable to perform the essential functions of his/her position and prognosis of the faculty member=s ability to return to his/her position;
  6. in the case of the faculty member=s need to care for a seriously ill family member, certification of the necessity for and duration of the faculty member=s presence, of the requirements of inpatient care, and assistance for basic needs, safety and transportation;
  7. title and original signature of an accredited, licensed or certified provider.
- B. The Chief Executive Officer or designee may require a second medical opinion at the institution=s expense. In the case of conflicting opinions, the opinion of a third health care provider, agreed upon by both faculty member and the Chief Executive Officer or designee and obtained at the institution=s expense, shall be final. The second and third opinions shall not be provided by individuals who are employed on a regular basis by the institution.
- C. The Chief Executive Officer or designee may require reasonable recertification as the F&M leave continues, and may require a faculty member to provide periodic progress reports as to the serious health condition for which he/she is taking leave and the faculty member=s ability to return to work at the end of the leave. Recertification shall not be requested more often then every thirty (30) calendar days unless the faculty member requests an extension of F&M leave, changed circumstances occur during the illness or injury, or the institution receives

information that casts doubt upon the continuing validity of the most recent certification.

- D. Consistent with FMLA and other applicable laws, all medical-related documentation will be kept confidential and maintained in a file separate from the faculty member official institution personnel file.

#### **XI. Intermittent or Reduced Leave**

- A. In the case of a documented medical necessity, a faculty member shall be entitled to intermittent leave and/or a reduced schedule that reduces regular hours per workday or workweek for purposes of the faculty member=s or the immediate family member=s serious health condition. The faculty member shall attempt to schedule intermittent leave or leave on a reduced schedule so as not to substantially disrupt the academic program or unit of which the faculty member is a part.
- B. A faculty member may be granted leave that reduces regular hours per workday or workweek for reasons of childbirth, placement with the faculty member of a child for adoption or foster care, or care for a newborn child to the extent that the intermittent or reduced leave does not represent an undue hardship on the academic program or unit of which the faculty member is a part.
- C. The Chief Executive Officer or designee may temporarily reassign a faculty member on intermittent or reduced F&M leave to an alternative position that better accommodates reduced or intermittent periods of leave.

#### **XII. Scheduling of Treatment in Instances of Serious Health Conditions**

- A. In instances of the serious health condition of a family member or of the faculty member himself or herself, and in keeping with the requirements of the appropriate health care provider, the faculty member shall make reasonable efforts to schedule any medical treatments so as not to substantially disrupt the academic program or unit of which the faculty member is a part.
- B. During the course of the treatment and as the Chief Executive Officer or designee deem appropriate, the faculty member may be requested to provide certification from the appropriate health care provider of the unavailability of treatment during non-work time, or at times that are less disruptive to the academic program or unit of which the faculty member is a part.

#### **XIII. Providing Information About F&M Leave**

Regardless of the reason for the leave, a faculty member shall provide complete, accurate and timely information related to a request for, continuation of, modification(s) to, and return from an F&M leave.

#### **XIV. Early Return from Leave**

A faculty member interested in returning to work from an F&M leave prior to the agreed upon end of the leave date shall provide the Chief Executive Officer or designee with a written request at least seven (7) calendar days prior to the date on which the faculty member is interested in returning. The Chief Executive Officer or designee shall make a good faith effort to restore the faculty member to his/her former or an equivalent position as soon as possible but no later than thirty (30) calendar days after receipt of the request.

#### **XV. Extensions of Leave**

A faculty member may extend the date of return from an F&M leave to the extent that they have F&M leave entitlement available. A request for an extension of F&M leave shall be considered under this policy as if it was an initial request.

#### **XVI. Failure to Return from Leave**

- A. A faculty member who will not be resuming to the institution at the conclusion of a leave shall so notify the Chief Executive Officer or designee in writing as soon as possible. The Chief Executive Officer or designee may request certification of reasons for the faculty member's failure to return to work. In the absence of written notification, failure to return from leave shall be interpreted as a resignation.
- B. If applicable, any benefit entitlement based upon length of service shall be calculated as of the faculty member's last paid day.
- C. Employer costs of any payments made to maintain the faculty member's benefit coverage when on unpaid F&M leave shall be recovered if a faculty member fails to return to work as described in Section VII.B.

#### **XVII. Abuse of F&M Leave**

The Chief Executive Officer or designee shall review, investigate and resolve suspected cases of bad faith, fraud or abuse of the F&M leave program. Cases of bad faith, falsification of documents, or fraudulent information related to the F&M leave provided to the institution, or other abuses of the F&M leave program, may result in but are not limited to: revocation of the leave, refusal to restore, recovery of institutional costs for

paid-time leave and insurance benefits premiums, and disciplinary action up to and including termination.

**XVIII. Implementation Procedures**

Each Chief Executive Officer shall identify his/her designee(s), if appropriate, for this policy; shall develop procedures as necessary, for the posting, record-keeping and implementation of this policy; shall communicate this policy and applicable procedures to faculty members of his/her USM institution; and shall forward a copy of such designations and implementation procedures to the Chancellor.

## FIELD TRIPS

### DEFINITIONS OF FIELD TRIPS AND TRAVEL STUDY

#### UNIVERSITY-SPONSORED FIELD TRIPS

A field trip is defined as a group experience related to:

- a class;
- a University-recognized organization; or
- a Department-sponsored activity outside of the University setting under the direct supervision of a University representative.

Faculty and staff who conduct University-sponsored field trips must follow the guidelines as listed in the *Faculty Handbook*. This definition of a field trip excludes individual activities such as:

- clinical experiences;
- internships;
- student teaching;
- individual student assignments outside of a classroom setting; and
- travel study courses.

#### TRAVEL STUDY

Travel study is defined as:

- a group experience involving considerable travel to a location or locations away from the campus either in the United States or abroad.

Such experiences may be whole or in part of pre-established travel study credit courses or they may be strictly non-credit experiences. In any case, Travel Study is a University-sanctioned activity and requires completion of the TU-approved "Travel Study Forms" as outlined in the TU/CGEE Travel Study Guidelines. Contact the Associate Dean/CGEE for a Travel Study packet. Such trips may be organized or directed by TU faculty, staff, or administrators.

#### OTHER

Trips organized by TU faculty, staff or administrators that do not meet either definition above are not TU-sponsored events, and:

- must NOT imply, in any way, a TU affiliation;
- must NOT indicate the individual's title or association with TU;
- must NOT use a TU phone number in any announcement;
- must NOT involve the expenditure of any TU general or special funds;
- must NOT involve the use of any TU facilities or vehicles.

### **TOWSON UNIVERSITY GUIDELINES FOR FACULTY/STAFF WHO CONDUCT UNIVERSITY-SPONSORED FIELD TRIPS**

In response to a number of concerns regarding University-sponsored field trips, the Council of Deans formed a committee consisting of one representative from each college to examine relevant field trip issues, and to recommend field trip guidelines for University faculty/staff. In preparing its recommendations, the committee defined a field trip as "a group experience related to a class, a University-recognized organization, or a department-sponsored activity outside of the University setting under the direct supervision of a University representative." This definition of a field trip excludes: 1) individual activities such as clinical experiences, internships, student teaching, and individual student assignments outside of a classroom setting; and 2) travel/study courses.

The following are the committee's recommended guidelines for field trips:

#### Academic Issues

1. The academic content of a field trip required as a part of or offered in association with a credit bearing course shall be the responsibility of the sponsoring department.
2. Faculty members whose courses require participation in field trips must state this requirement at the beginning of the semester (preferably in the course syllabus). Faculty members should attempt to schedule required field trips so that they impact on attendance in classes as little as possible. If a planned field trip causes a student to miss classes other than in the course in which the field trip occurs, the faculty member cannot require the student(s) to attend the field trip and miss the other classes or the field trip must be the decision of the student. The faculty member in the course in which the field trip occurs can require an alternatively activity, such as a project or paper, involving approximately the same time commitment.

#### Liability Issues

1. The State Self Insurance Trust Fund provides insurance coverage for faculty/staff who are acting in the scope of their employment (in the State of Maryland) who may be sued for injuries that occur on field trips. The obligation of faculty/staff who supervise field trips is to exercise reasonable care in light of foreseeable risks to students. Faculty/staff have no duty to insure the "health, safety, and welfare" of students. Faculty/staff, however, are obligated to disclose risks to students prior to a field trip, and to exercise reasonable care during a field trip.

2. Faculty/staff are only legally responsible for risks for which they have knowledge or direct control. The State Torts Claims Act covers faculty/staff in instances where there is no malice or gross negligence. Willful acts are not covered by this Act.
3. There is no "insurance," per se, on State vehicles. Fleet coverage on State vehicles is provided by the State Self Insurance Trust Fund. The State Treasurer has purchased insurance to cover University employees who operate State vehicles out of state. The State requires that faculty/staff who rent cars or vans for field trips must purchase the insurance provided by the vehicle rental company.
4. All students who participate in a field trip should sign both a liability waiver ("release") and a health statement prior to the field trip. The liability waiver must be signed by the parent or guardian of any student who is under 18 years of age. A liability waiver and health statement has been prepared by the University Counsel and is attached. Neither of these documents needs to be notarized.

#### Transportation Issues

1. The University vehicles are available for field trip use on a first-come, first-served basis. Vehicles must be reserved in advance by contacting Vehicle Reservations in the General Services Building, Room 106 (x2485), and by completing a Transportation Request Form. The form should be submitted (in duplicate) to the Transportation Department at least 10 days prior to the field trip.
2. University vehicles are for use within a 175 mile radius of the campus. Beyond that distance, commercial transportation must be used. It is recommended that faculty/staff who wish to rent vehicles do so through the Transportation Department. The Transportation Request Form now requires that faculty/staff indicate their interest in renting vehicles if University vehicles are not available.
3. University vehicles may not be used for personal business during the course of the field trip.
4. Everyone who signs out a University vehicle must be "cleared." Clearance forms are provided to each department through the Transportation Department. The clearance forms cannot be requested or submitted by an individual. The form requesting clearance should be approved and submitted by the individual's department chairperson (or other faculty/staff member who is authorized to "sign"

for the department). Students (other than the President of Student Government Association) are not permitted to sign out a vehicle.

5. Although the University does not have a minimum age requirement for use of University vehicles, it does require that all drivers be State employees. Students must be employed by the department and must be on the payroll at the time of the trip. That is, they must be paid to drive. It is recommended that the job descriptions of student employee drivers state that they may be required to drive University vehicles on occasion. Student employees are ineligible to drive University vehicles for class-related field trips if they are enrolled in the class. NOTE: The University's current contract with a local vehicle rental company requires that drivers be a minimum of 21 years of age.
6. In the event of a vehicular accident, faculty/staff should follow the procedure outlined in the forms provided in the " folder" with the vehicle. If the forms are missing, or rented vehicles are being used, the faculty/staff member should: 1) contact the local police; 2) seek assistance for any passenger who may require medical treatment; 3) get the name of the police officer who responds to the accident, as well as the "blotter number" assigned to the accident; and 4) complete the two accident report forms (MARS Report Form 30 and FS-1) immediately upon return to the University. Faculty/staff may also call the University Police (x2133) for assistance. NOTE: MARS Report Form 30 and FS-1 must also be completed for faculty/staff who are involved in an accident with a rented vehicle.
7. In the event of a mechanical problem with a University vehicle, faculty/staff have the authority to spend up to \$100 using the credit cards provided in the folder with the vehicle. If repair costs are estimated to be over \$100, faculty/staff should contact the University Police (x2133). The Police will contact the Transportation Manager, who must approve the repair. Faculty/staff who encounter mechanical problems with a rented vehicle should follow the instructions provided by the vehicle rental company.
8. Faculty/staff who use University vehicles for field trips should remove all personal articles and trash from the vehicles before returning them to the Transportation Department. The Transportation Department also requests that faculty/staff return University vehicles to the Transportation Department with a full tank of gas. NOTE: It is more economical to return a rented vehicle with a full tank of gas than to have the vehicle rental company fill up the tank.
9. Faculty/staff who wish to use their own vehicle for a field trip need to contact the Transportation Office for a "blue slip" (the faculty/staff member cannot be reimbursed without this form). If University transportation is available, and the faculty/staff member still chooses to use his/her vehicle for the field trip,

reimbursement will be made at one-half the current mileage rate. Full reimbursement of the current mileage rate will be made to the faculty/staff member when University transportation is not available.

10. Use of student vehicles for field trips is not recommended. Students cannot be reimbursed for mileage associated with a field trip.

Other Issues

1. Faculty/staff who conduct overnight field trips should notify students of where they will be staying (including a telephone number). Although faculty/staff are not required to prepare an itinerary for a field trip, per se, it is recommended that they leave information with either their department and/or the University Police for emergency notification purposes.
2. Faculty/staff who depart for a field trip from a University parking lot should be sure that all vehicles parked on the lot have an appropriate parking sticker or make special arrangements with either Parking Services and/or the University Police for unauthorized vehicles. It is also a good idea to notify the University Police if a group of vehicles are to be left in a parking lot overnight (particularly during the weekend nights).
3. It is recommended that students provide either proof of accident/health insurance or purchase insurance through a University group plan. For information regarding the University group insurance plan, contact the Student Life office (x2055).
4. The University has entered into an agreement with the American Express Travel Related Services Company, Inc. to provide employees who travel frequently with an American Express Corporate Card. The sole purpose of the credit card is to charge University-related business travel expenses. For information regarding this program, contact the Finance and Systems Management Office (x2154).

Approved by the Council of Deans  
7/2/91

Approved by the President's Staff  
7/8/91

**TOWSON UNIVERSITY**

Liability Waiver

In consideration for participation in \_\_\_\_\_ (hereafter referred to as the "field trip"), I hereby agree that:

- (1) I shall comply with all rules, regulations, and standards of conduct fixed by the University, its agents and employees, regarding participation in the field trip.
- (2) I warrant that I am in good health, and may travel as required, and am free from any physical or mental ailment or disability requiring medical, surgical, or other care treatment which might endanger the health or safety of myself or those with whom I may come in contact.
- (3) I have been fully advised of the activities planned and voluntarily assume all the risks associated with such activities.
- (4) I agree that it is my sole responsibility to be familiar with the physical and/or mental demands associated with the activities planned. I have no physical or mental condition which, to my knowledge, would endanger myself or others if I participate in these activities or would interfere with my ability to participate.
- (5) I understand and agree that situations may arise during this event which may be beyond the control of the University and its agents and employees. I THEREFORE RELEASE, FOREVER DISCHARGE AND AGREE NOT TO SUE TOWSON UNIVERSITY, ITS AGENTS, OFFICERS, AND EMPLOYEES AND HEREBY WAIVE ALL SUCH CLAIMS WHICH I HAVE NOW OR MAY HEREAFTER HAVE AGAINST THE University, ITS AGENTS, SERVANTS, AND EMPLOYEES, HOWEVER CAUSED.
- (6) I have been advised by the University that it is in my best interest to obtain medical insurance, and I have been informed that such insurance is available for purchase through a University group plan.
- (7) I agree for myself and my successors that the above representations and agreements are contractually binding and are not mere recitals. This agreement may not be modified except for another agreement in writing signed by the University.
- (8) I have carefully read this form and fully understand its contents. I am aware that this is a release of liability form and a waiver of claims, an agreement not to sue, and a contract between myself and Towson University, and I sign it of my own free will.

-----

\_\_\_\_\_  
Participant's Signature

Date

Parent or guardian of a minor: I, as parent or guardian of \_\_\_\_\_, hereby give my permission for my child to participate in the above named event and further agree individually and on behalf of my child to the terms of the above.

\_\_\_\_\_  
Parent's or Guardian's Signature  
if Participant is Under 18

Date

**TOWSON UNIVERSITY**

Health Statement

In case of an emergency, and I [we] cannot be reached immediately, I [we] do hereby grant permission for \_\_\_\_\_ to authorize necessary medical treatment and/or medication for \_\_\_\_\_.

I [we] do further agree to release Towson University and its agents, servants, and employees, from any liabilities which may result from authorizing necessary medical treatment and/or medication for the above-named participant.

\_\_\_\_\_  
Participant=s Signature

Date

\_\_\_\_\_  
Parent=s or Guardian=s Signature if  
Participant is Under 18

Date

1. Participant information:

- Participant Address
- Phone
- Date of Birth
- Social Security Number
- Blood Type (if known)

2. Do you have any known reactions to:

- Medications?
- Food?
- Insect Bites?
- Plants?

3. Are there any other health conditions that the field trip leader should be aware of? If yes, please indicate actions and/or health conditions.

4. If you will be taking any medical during the field trip, indicate the nature of the medication and the reason for medication.

5. Please list the name, address, and telephone number of at least two persons to be contacted in case of any emergency.

Primary Contact Person

Name  
Relationship  
Address

Phone (Home)  
Phone (Business)

Other Contact Person

Name  
Relationship  
Address

Phone (Home)  
Phone (Business)

Other Contact Person

Name  
Relationship  
Address

Phone (Home)  
Phone (Business)

## TOWSON UNIVERSITY POLICY ON FINAL EXAMINATIONS

The University shall provide for final examinations at the end of each semester. When giving examinations (either final or terminal) faculty members must adhere to the specific days and times published in the *Schedule of Courses Booklet*. In courses that do not lend themselves to final examinations (such as seminars and colloquia) faculty members must meet their classes during the time scheduled for the examination.

Final examinations may or may not be included as part of the course, at the option of the instructor. However, the department and the students have special interests in the instructor's decision which should be considered; therefore, the following qualifications are established:

### 1. Multiple Section Courses

Where a majority of the departmental faculty agree, in multiple section courses the department may establish a standardized final examination. However, the individual instructor retains the right to employ his/her own final examination in lieu of the standardized examination.

Where a majority of the departmental faculty agree, in multiple section courses the department may require that a final examination of some nature be given.

### 2. Students Exemptions From Final Examinations

Faculty may give consideration to exempting specific students from final examinations by providing valid alternatives or by considering the student's prior achievement.

Faculty are urged to involve their classes in making decisions regarding special examination policies and options. Students should be urged to bring recommendations to faculty regarding examination options.

Approved by the Academic Council  
10/9/78

Approved by the University Senate  
9/7/82

**TOWSON UNIVERSITY POLICY ON THE  
RETENTION OF FINAL EXAMINATIONS AND GRADE BOOKS**

Faculty members are required to retain written final examinations for a full calendar year unless the examinations have been returned to the students. In the case of non-written examinations, faculty members also must retain all pertinent evidence (detailed notes of students' performances, recordings, photographs, etc.) for a full calendar year. Faculty members who will be away from the University for any reason (leave of absence, sabbatical, resignation, etc.) must give the final examinations and grade books to the department chairperson. In either case, during the period of retention, students are permitted to review their final examinations. Faculty members and chairpersons may provide students with a copy of the final examination, but are not obligated to do so.

Approved by the University Senate  
4/7/86

## FINAL GRADES

**A Final Grade Roster** is distributed in advance of the examination period and is the only roster on which grades may be submitted to the Registrar's Office. The University's grading policies are sent with a letter of instruction accompanying the Final Grade Roster.

**Final Grades are Due** within 48 hours after the time of the final examination.

**Incompletes** may be granted only for verified medical reasons or for documented circumstances beyond the control of the student. The grade of I automatically becomes a grade of F at the end of the first full semester following the granting of an I unless changed to another letter grade. The grade of I may be extended by a faculty member for a period not to exceed an additional regular semester if the conditions for granting the original Incomplete still verifiably exist. To grant this extension, the Change of Grade/Incomplete Form for changing an I to an I must be used. Although not part of the formal incomplete grading option, as approved by the Academic Standards Committee, Incomplete Grade Agreement Forms may be used by faculty members to establish a specific time by which a student must complete the work for a particular course. This form may be used to supplement the issuance of the incomplete grade on the Final Grade Roster. It allows a faculty member to designate a time prior to the end of the semester of study to require the course work to be completed. These forms are available from the department's secretary and are to be retained by the faculty member with a copy being issued to the student. Faculty members using the Incomplete Grade Agreement Form should also note in the comments column on the Final Grade Roster the actual date by which the work is due (e.g., work due by July 1).

**Changing Grades and Incompletes.** Grade changes made subsequent to the submission of grade rosters must be submitted on a Change of Grade/Incomplete Form available from the office of the dean of the college. Faculty member error or verified medical reasons or documented circumstances beyond the control of the student are the only acceptable reasons for a change of grade other than the change of I to a letter grade.

**TOWSON UNIVERSITY POLICY ON  
FUND-RAISING, GIFTS, VOLUNTARY SUPPORT, AND GRANTS**

All fund-raising efforts by administrative and academic departments, by student organizations, and by faculty members when using an affiliation with the University are coordinated through the Office of Institutional Advancement. All gifts and grants to the University, except Research Administration Grants, are received and administered by this Office.

Departments or individuals wishing to receive gifts of any kind for the University must arrange for their receipt through this Office.

The Towson University Foundation, Inc. is a non-profit corporation registered with the State of Maryland and established for the sole purpose of enhancing the opportunity for excellence of the University. It does so by inviting, receiving, holding, investing as appropriate, and administering gifts, grants, and loans to support legitimate activities of the University.

The Foundation is administered by a Board of Directors composed of distinguished professional, industrial and educational leaders and includes among its membership the President of the University and the Vice President for Institutional Advancement, who serves as an ex officio member of the Foundation.

Under the direction of the Vice President for Institutional Advancement, the Office of Development is responsible for creating and carrying out a comprehensive long-range program for expanding voluntary support for the University. Support from individuals, corporations and private foundations is solicited for the purpose of providing scholarships, fellowships, grants, equipment, special programs, special facilities and buildings, collections, and other resources.

Proposals for grants sponsored by external organizations in support of projects, and new programs to be administered by the University, other than Research Administration Projects, must be reviewed by the Office of Development before submission to a sponsoring organization.

Approved by the Vice President for Institutional Advancement  
4/30/92

## **GAMBLING**

Gambling on State property is permitted only in accordance with State and local laws. The student organizations affiliated with the Towson University Student Government Association and other community and campus groups are permitted to hold raffles and gaming on the campus but must adhere to the restrictions listed in the Towson University Gambling and Raffle Policy which is printed in the Events and Conference Services Guide for Student Organizations.

### **Honorary Degree Committee**

The Towson University Honorary Degree Committee is a Presidential ad hoc committee. The Committee shall include one faculty member from each college appointed by the President in consultation with the Provost. Faculty appointments shall be for a period of two years. One member of the President's Staff and the Provost or designee shall serve as co-chairs of the Committee. Its purpose shall be to solicit and receive names from faculty, deans, and vice presidents of candidates to receive an honorary degree.

### **Towson University Procedures on the Awarding of Honorary Degrees**

The Towson University Honorary Degree Committee shall select from the list of nominated candidates from faculty, deans, and vice presidents and makes a recommendation to the President. It is expected that prospective recipients of honorary degrees shall be:

1. distinguished individuals who have risen to a position of eminence in their chosen field or who have acquired a national or international reputation in a selected field of endeavor; or
2. individuals who have compiled a record of distinguished public service to the state, or nation; or
3. individuals who have performed a nationally recognized feat of heroism (astronauts, military leaders, foreign ambassadors).

Nominations shall be considered by the Committee no later than the first week of April prior to the fall commencement exercises and no later than the first week of September prior to the spring commencement exercises. If nominations have not been received, the Honorary Degree Committee may propose names to the President for consideration. The co-chairs shall contact prospective nominees forwarded by the President to determine their acceptability and availability. When the nominees confirm their interest in receiving the degree, the President shall submit the recommendation for the Honorary Degree(s) to the Chancellor three months prior to the awarding of the degree. The written recommendation shall include the following information:

1. type of honorary degree(s) to be awarded;
2. biographical sketch of the proposed recipient(s);
3. justification for awarding the degree; and
4. date of award.

The Chancellor submits the request to the Board of Regents for consideration and informs the President of the Board's decision.

Approved by the President  
7/29/96

**TOWSON UNIVERSITY POLICY STATEMENT  
ON INSTRUCTIONAL SPACE**

All instructional space (classrooms, lecture halls, seminar rooms, studios, laboratories, galleries, auditoria, etc.) is owned by the University and is assigned by the Registrar to academic departments for scheduling and registration. These rooms are not owned by the departments and may be reassigned as necessary.

Instructional space designated for special use, for example, genetics lab, TV/radio studios, photography lab, etc., though are usually assigned to particular departments because of their special limited use. Even so, this space may also occasionally be reassigned.

Assignment of instructional space is dependent upon student enrollment, faculty course loads, the scope of the department's academic program, and the changing needs of individual departments. Any alteration or redesignation of instructional space will be the result of prior consultation with the Dean and the Registrar.

Departments must schedule courses during the established day/time matrix. Requests for exceptions for the day/time matrix must be referred to the Registrar's Office for approval.

Twenty percent of all course offerings (excluding evening sections) must be scheduled at non-prime times. Non-prime times are defined as 8:00 a.m. or earlier and 3:00 p.m. to 5:55 p.m.

Approved by the Council of Deans  
7/16/91

**UNIVERSITY SYSTEM OF MARYLAND POLICY ON JURY SERVICE  
FOR FACULTY MEMBERS**

II - 2.50 - POLICY ON JURY SERVICE FOR FACULTY MEMBERS

(Approved by the Board of Regents, May 7, 1993)

The purpose of this policy is to establish for faculty members at USM institutions a leave category called Jury Service which permits absence from duty without loss of any pay or charge to personal or accrued annual leave.

A faculty member who is selected for jury duty shall notify the appropriate academic administrator of this selection without delay. The faculty member shall be permitted to be absent without loss of pay or charge to any leave for the day(s) of jury service. Upon request, the employee shall be responsible for providing documentation which verifies attendance. If, after reporting for jury duty, it is determined that the individual's services are not required and the individual is dismissed for the day, then the individual, time permitting, is required to return to the job.

## **TOWSON UNIVERSITY POLICY ON JURY SERVICE FOR FACULTY MEMBERS**

The purpose of this policy is to establish for faculty members at Towson University a leave category called Jury Service which permits absence of duty without loss of any pay or charge to personal or accrued annual leave.

A faculty member who is selected for jury duty shall notify his or her dean and department chairperson of this selection without delay. The faculty member shall be permitted to be absent without loss of pay or charge to any leave for the day(s) of jury service. The employee shall be responsible for providing documentation which verifies attendance. If, after reporting for jury duty, it is determined that the individual's services are not required and the individual is dismissed for the day, then the individual, time permitting, is required to return to the job. When the public interest requires that this faculty member should not be absent, the Associate Vice President for Academic Affairs may request that the faculty member be excused.

During the period of absence for jury duty, the faculty member is responsible for making arrangements for his or her classes. All plans are to receive prior approval of the department chairperson.

Approved by the Council of Deans  
1/28/92

**UNIVERSITY SYSTEM OF MARYLAND POLICY ON LEAVE WITHOUT PAY  
FOR FACULTY**

II - 2.20 - POLICY ON LEAVE WITHOUT PAY FOR FACULTY

(Approved by the Board of Regents, November 30, 1989)

Under certain conditions the President or designee may grant a faculty member leave of absence without pay. A primary consideration in award of leave without pay is that it shall not substantially disrupt the academic program or unit of which the faculty member is part. Leave of absence without pay ordinarily shall be granted if the purpose of the leave is to advance the institution's mission of teaching, research, and service or to enhance the ability of the individual to support that mission. Leave without pay may also be granted for personal or health reasons. In no case shall a leave without pay extend beyond the termination of the individual's term of employment.

The following conditions apply to leave without pay:

1. To be eligible for leave of absence without pay, a faculty member must be employed on a continuing or term contract and must normally have been employed for at least two semesters or twelve months prior to the beginning of the proposed leave. Continuation of employment of the individual upon termination of the leave without pay must be the expectation.
2. A leave without pay is ordinarily granted for no more than one full year.
3. Unless the President or designee stipulates otherwise, the period of leave without pay shall not be counted as service toward the faculty member's eligibility for sabbatical leave.
4. A faculty member on leave without pay may continue to participate in retirement, medical and health programs, and other benefit programs only to the extent and under such conditions as are permitted by each such program. Unless the President or designee stipulates otherwise, any costs of such participation in benefits during a leave without pay shall be borne by the faculty member.

Each institution shall develop procedures and guidelines for the implementation of this policy; such procedures and guidelines shall be filed with the office of the Chancellor.

Replacement for: BOR III-10.00, 10.01, 10.02; AND BOT VII-G.2

## **TOWSON UNIVERSITY POLICY ON LEAVE OF ABSENCE WITHOUT PAY**

### Policy

Under certain conditions the President or designee may grant a faculty member leave of absence without pay. A primary consideration in award of leave without pay is that it shall not substantially disrupt the academic program or unit of which the faculty member is part. Leave of absence without pay ordinarily shall be granted if the purpose of the leave is to advance the institution's mission of teaching, research, and service or to enhance the ability of the individual to support that mission. Leave without pay may also be granted for personal or health reasons. In no case shall a leave without pay extend beyond the termination of the individual's term of employment.

The following conditions apply to leave without pay:

1. To be eligible for leave of absence without pay, a faculty member must be employed on a continuing or term contract and must normally have been employed for at least two semesters or twelve months prior to the beginning of the proposed leave. Continuation of employment of the individual upon termination of the leave without pay must be the expectation.
2. A leave without pay is ordinarily granted for no more than one full year.
3. Unless the President or designee stipulates otherwise, the period of leave without pay shall not be counted as service toward the faculty member's eligibility for sabbatical leave.
4. A faculty member on leave without pay may continue to participate in retirement, medical, and health programs, and other benefit programs only to the extent and under such conditions as are permitted by each such program. Unless the President or designee stipulates otherwise, all costs of such participation in benefits during a leave without pay shall be borne by the faculty member.

### Procedures

A faculty member applying for a leave of absence without pay must submit a request to the department chairperson six months in advance of the start of the proposed leave. Exception for less than six months may be made at the discretion of the President. The request must state clearly the reason for the proposed leave. The department chairperson forwards the request with a recommendation to the dean of the college who forwards it to the Provost who makes a final recommendation. The request, if approved, is forwarded to the President for approval.

The Maryland State Retirement/Pension System grants members on a qualifying leave of absence the death benefit and other benefits afforded to active members without cost. Leaves of absence for personal illness, maternity (including adoption), and study and service that is government sponsored and/or subsidized are the only types of leave approved as qualifying. The member must complete an "Application to be Placed on a Qualifying Approved Leave of Absence" form, available in the Office of Human Resources. A member who does not return to active membership within one year from the expiration of such leave shall abandon all rights for claiming membership service credit. Members of the Retirement System may purchase membership service credit for the term of the approved qualified leave of absence at any time provided they have completed an "Application to be Placed on a Qualifying Approved Leave of Absence" form prior to the leave.

Members of the Pension System on a qualified approved leave of absence will continue to earn eligibility and creditable service based on the normal and standard hours reported prior to the leave. If annual salary exceeds the social security taxable wage base during the leave period, a deficiency will be placed in the member's account for the contribution not received. This deficiency can be eliminated by written request to the Pension System and payment of the required 5% of annual salary above the social security wage base plus interest compounded at 5% per annum.

Prior to going on leave, the faculty member must contact the Office of Human Resources to arrange continued participation in retirement, medical and health programs, and other benefit programs to the extent they are permitted.

Privileges, benefits, and opportunities of a faculty member on leave of absence without pay, including the credit of the time to the accrual requirements for tenure or sabbatical leave, shall be granted only upon prior approval of the President.

A faculty member on leave of absence who wishes to resign must notify the Provost in writing prior to May 15 unless the faculty member's contract provides otherwise.

Approved by the President  
6/19/92

**MODEL LETTERS CONCERNING STUDENT BEHAVIOR**

Name  
and  
Address

Dear \_\_\_\_\_,

Your behavior \_\_\_\_\_ (cite specifics) \_\_\_\_\_ is unacceptable. I am imposing the following sanction:

(cite sanction)

If you feel that this action is an abridgment of your rights, you may take your appeal to the Chairperson of this Department, \_\_\_\_\_ (name) \_\_\_\_\_, and then to \_\_\_\_\_ (name) \_\_\_\_\_, the Dean of the College. Your final appeal is through the Office of Judicial Affairs to the Screening Committee for possible review by the University Adjudication Committee.

Sincerely,

FACULTY MEMBER

cc: Office of Judicial Affairs

Name  
and  
Address

Dear \_\_\_\_\_,

Your behavior \_\_\_\_\_ (cite specifics) \_\_\_\_\_ is unacceptable and a violation of the Towson University Judicial Code. I am referring this matter to the Office of Judicial Affairs for possible further administrative action.

You will be notified of the details regarding the convening of a hearing to investigate these charges.

Sincerely,

FACULTY MEMBER

cc: Office of Judicial Affairs

Approved by the Vice President for Student Life  
8/15/83

## **TOWSON UNIVERSITY POLICY ON NON-CREDIT ACTIVITIES**

### Introduction

Any non-credit activity sponsored by a unit of the Division of Academic Affairs of Towson University shall conform to the mission of Towson University and shall be an appropriate educational outreach for the sponsoring unit. Specifically, a non-credit activity should provide an opportunity for individuals and groups to gain knowledge, skills, and/or appreciation for lifelong learning. Non-credit activities should assist individuals in understanding their relationship to the nature of an ever-changing world more broadly.

Towson University, as a comprehensive institution of the University System of Maryland, bears a major responsibility for continuing education outreach to its communities. This document outlines academic, administrative, and fiscal responsibilities for all non-credit activities sponsored by a school/college, academic department, center, institute, or other unit of the Division of Academic Affairs of the University. Policies and procedures governing the conduct of these activities are set forth. Exceptions to the policies and procedures presented must be approved in advance by the Provost. References to non-credit activity policies and procedures pertain only to the Division of Academic Affairs of the University.

In this report, "sponsor" designates the college, academic department, center, institute, or other unit of the University assuming responsibility for the event's content, organization, marketing, administration, and/or academic quality. The sponsorship must be clearly indicated on the event's promotional literature and publications. Events may be conducted in cooperation with or may be supported by inside (within the University) units or by outside (external to the University) agencies. An appropriate University staff member or sponsor shall be designated as the University's representative in all matters related to the organization and administration of all non-credit activities conducted by outside agencies.

### Classification of Non-Credit Activities

#### 1. Type A--University Service

Type A activities anticipate that the University or its personnel will be the primary recipients of benefits accruing from the offering of these programs. These activities are sponsored by the University and

- a. are presented for University personnel,
- b. are presented for University personnel and persons invited to the campus to assist the University in a program,

- c. are held to expedite the dissemination of information by University departments or related units as specified by legislation or directive, or
- d. are aimed at fulfilling a direct obligation as an institution of the University System of Maryland.

2. Type B--Public Service

Type B activities anticipate that the community or general public will be the primary recipients of benefits accruing from the offering of these programs. This category applies to programs which are not a direct University obligation, but are sponsored by a school/college, academic department, center, institute, or other unit of the University, and conducted by University personnel for persons or groups with whom they wish to cooperate, such as

- a. public interest and governmental groups,
- b. non-commercial and non-profit groups,
- c. professional and scientific societies whose interests relate to the University's educational or research programs, or
- d. annual conferences of State, regional, and national societies of interest to the University.

3. Type C--Individual Service

Type C activities anticipate that an individual or the organization represented will be the primary recipients of the benefits accruing from the offering of these programs. This category applies to programs, not classified as Type A or Type B, sponsored by a college, academic department, center, institute, or other unit of the University, and conducted by University personnel for individuals or representatives of organizations, such as

- a. business and industrial companies,
- b. special interest associations, or
- c. other groups mainly concerned with the promotion of self interests.

4. Type D--Special Arrangement Meetings

Type D activities anticipate that the University, the public, the individual, the organization represented, or all of these may be the primary recipients of the benefits accruing from the offering of these programs. This category includes all other programs sponsored by colleges, academic departments, centers, institutes, or other units of the University, and are

- a. activities conducted by groups or organizations utilizing the University's unique physical facilities for conducting their own education programs, or
- b. activities which, because of their unusual nature, may not be classified as Type A, Type B, or Type C.

This classification system relates to all non-credit activities as defined herein and sponsored by the Division of Academic Affairs of Towson University. All non-credit activities, regardless of type, shall be appropriate to the missions of Towson University and the sponsoring organization(s).

#### Organization and Administration

Sponsors shall be charged with the academic organization, administration, marketing, and management of any non-credit activity initiated.

Sponsors shall be responsible for preparing and overseeing budgets, collecting fees, scheduling facilities, and serving as liaisons in all administrative matters connected with the operation and conduct of the activity.

When an activity is to be sponsored by more than one unit of the University, then the responsibilities for the activity shall be negotiated by all sponsoring units. When an activity is co-sponsored or supported by an outside agency, the University unit shall maintain control of content and assume responsibility for academic quality. (See "Towson University Policy on External Use of the University's Name.")

Center and institute directors shall produce reports of the activities of the center, including all non-credit activities for which revenue is generated. The report shall be submitted to the dean on a periodic basis, to be determined by the dean and center director, but at least annually. The report shall include a list of all non-credit activities, by type (A, B, C, or D) in order to convey a sense of the type of audiences served, as well as the focus/direction of the center.

#### Procedures

The position of Assistant Vice President for Academic Development was created by the Provost, in part to assist sponsors of non-credit activity. This office is charged with the review of all non-credit activity proposals by University centers and institutes. It provides budget review and

assistance, as well as oversight of types of offerings (Types A, B, C, and D) in an effort to prevent unnecessary duplication. Additionally, this office ensures that proposed activities are consistent with the mission of the University and supportive of the external image that the institution is striving to promote within the larger metropolitan community.

Centers and institutes will complete a "Special Non-Credit Program Proposal" for each non-credit activity under consideration for sponsorship. The proposal requests pertinent program information and includes a budget plan to be completed by the sponsoring unit. The "Special Non-Credit Program Proposal" must be signed by the proposer, the department chairperson or unit head, and the appropriate dean. If Continuing Education Units (CEU) are requested, the proposal must be signed by the Dean of the College of Graduate and Extended Education. The Assistant Vice President for Academic Development will determine the disposition of the proposed non-credit activity and will provide the signature for the Division of Academic Affairs.

The Assistant Vice President for Academic Development will send the College of Graduate and Extended Education a copy of the "Special Non-Credit Program Proposal." If the proposing center or institute (or other unit) and the College of Graduate and Extended Education should deem that it is mutually beneficial to work together on the proposed non-credit activity, special arrangements will be made by the two entities to distribute responsibilities, including the planning, marketing, and administering of the program, as well as costs and revenue.

The College of Graduate and Extended Education sponsors non-credit activities on a year-round basis, serving business and industry, professional and government organizations, and community groups. The College of Graduate and Extended Education runs many non-credit activities as a sole-sponsor and also works closely with academic departments and centers in co-sponsoring selected activities. Any such agreement between a sponsoring unit and the College of Graduate and Extended Education is optional.

#### Fiscal Operations

The financial operations of any sponsoring unit must be consistent with the policies of the University System of Maryland and Towson University or the Towson University Foundation.

In some instances, it may be deemed desirable, appropriate, and/or necessary for the revenue collected by a sponsor for its non-credit activities to use the State system for the establishment of an account and payment of bills. All fiscal procedures must be consistent with State policies and guidelines. (See Administration and Finance Manual.)

In other instances, it may be deemed desirable, appropriate, and/or necessary to use the Foundation for the establishment of an account and payment of bills. All fiscal procedures utilized must be consistent with Foundation policies and guidelines. (See Towson University Foundation, Inc. Policies and Procedures.)

Directors of the sponsoring unit shall identify the type of non-credit activity (Type A, B, C, or D) and make a determination regarding the appropriate location of the account based upon the following considerations:

- a. source of income;
- b. intended audience (Type A, B, C, or D);
- c. co-sponsorship constraints; and
- d. anticipated revenue/over-attainment.

While it may be the ultimate goal of a sponsor to become self-sufficient, the primary purpose of non-credit programs is to serve the needs of campus and outreach communities. However, centers and institutes should strive to be self-sufficient by the end of the first year of operation or a period designated as appropriate by the dean, the Council of Deans, and/or the Provost. Centers and institutes should seek external funding, to the extent possible, in order to operate as self-supportive or semi-self-supportive entities.

#### Ownership Rights

The University's policies and procedures covering the ownership of patents, copyrights, and other rights in inventions and in written and recorded material shall govern the production and distribution of conference-related speeches, proceedings, recorded materials, and other publications.

Approved by the Provost  
12/21/90

Approved by the President's Staff  
7/8/91

### **TEACHING LOAD**

The faculty teaching load at Towson University reflects the centrality of instruction while acknowledging the essential role of research/scholarship/creative activity in facilitating learning. The teaching load is consistent with the USM Faculty Workload and Responsibilities policy.

**TOWSON UNIVERSITY POLICY ON NOTICE TO STUDENTS  
ON USE OF ANIMALS IN INSTRUCTION**

In accordance with federal laws and regulations, Towson University, through its Institutional Animal Care and Use Committee, reviews the use of animals in teaching to assure compliance with the standards established by the United States Department of Agriculture and the National Institutes of Health for the humane treatment of animals. The University makes every effort to minimize the use of animals and seeks alternatives whenever appropriate. While Towson University recognizes that some students may believe that use of animals as teaching tools is inhumane, certain curricula require the use of animals as a necessary part of instruction. Accordingly, where the use of animals in class demonstrations or experiments is a requirement for successful completion of any course, as determined by the department, the student will be obliged to comply with those requirements as set forth by the instructor in the course syllabus. The University shall not provide optional procedures for students who do not comply with course requirements.

If a course requires the use of animals in class demonstrations or experiments, the syllabus shall specifically state that animals will be used in class demonstrations or experiments and that such use is a requirement for successful completion of the course. Notice of this requirement shall be made a part of the course description and shall be placed in the University catalog.

Approved by the Council of Deans  
4/20/92

**TOWSON UNIVERSITY POLICY ON  
OFF-LOAD TEACHING AND OUTSIDE EMPLOYMENT  
BY FULL-TIME FACULTY**

**Off-load Teaching**

Consistent with University System of Maryland policy, Towson University faculty may teach a maximum of two off-load courses at Towson University or at other public or private institutions during the academic year (excluding summer and minimester). Teaching both off-load courses in the same semester may be done only with the express written permission of the dean of the college.

No off-load teaching, at the University or elsewhere, is permitted to a faculty member on sabbatical unless such teaching is specifically included in the faculty member's approved sabbatical plan.

**Outside Employment**

Consistent with University System of Maryland policy on full-time faculty members' responsibilities to the University, Towson University policy requires that a faculty member engaging in consulting, private practice, or other outside employment during the regular semesters receive explicit written permission from the dean of his/her college, acting as the President's designee, at least annually in order to engage in such activities. For that purpose, each full-time faculty member must submit to his/her college dean no later than September 30 each year a completed and signed "Faculty Off-load and Outside Employment" form. If during the course of the academic year a faculty member wishes to undertake any additional compensated activity or increase the number of hours in any activity already reported, he/she must submit a new and complete "Faculty Off-load and Outside Employment" form for his/her dean's approval before making such a change.

All full-time faculty members must submit an initial "Faculty Off-load and Outside Employment" form each September, whether or not they intend to engage in outside or off-load compensated activities. Deans' offices will distribute the forms at the beginning of each fall semester; for those faculty members whose outside or off-load activities require specific written permission of the dean, deans will provide by October 15 each year individual written confirmation that they have approved or disapproved the activities projected by each faculty member in that college.

Note: No faculty member will be authorized to engage in consulting, private practice, or other compensated employment in a semester in which he/she teaches off-load.

Approved by the Council of Deans  
7/6/89

Approved by the President  
4/20/92

**TOWSON UNIVERSITY GUIDELINES ON USE OF  
PRAYER OR OTHER RELIGIOUS ACTIVITIES**

Towson University reaffirms the freedom of students, faculty, and staff to exercise religious choice; therefore, the University does not legislate nor bind with policy its support for this most necessary freedom. Towson University also reaffirms that students, faculty, and staff served have the right to have their religious needs met. The campus ministries exist at Towson as a service to the entire campus community. Therefore, ministries are self-determined by their own creativity and the needs of their constituencies. Space for religious services is obtained through normal channels.

Towson University does not encourage official use of prayer or other religious practices at University-sponsored events. Questions regarding the appropriateness of a prayer or religious practice, or the wording of a particular prayer, may be referred to the Fair Practices Officer.

Approved by the President  
4/21/93

**TOWSON UNIVERSITY POLICY ON THE PRESERVATION  
OF ITEMS OF HISTORICAL INTEREST**

All administrative officers of the University, including officers of instruction of whose regular or occasional performance of administrative duties puts them in possession of files, records, or documents pertaining to their official duties, shall observe the following regulations:

1. The archives of Towson University shall include the manuscripts and printed material produced by the operations of the University, meaning (1) files of letters sent and received, (2) records in book form such as minutes, memorandum books, ledgers, journals, cash-books, vouchers, (3) mimeographed and offset material, (4) photographs and architectural drawings and blueprints, and (5) matter printed for official uses.
2. The archives of the official activities of University officers and offices, including departments of instruction and special programs, shall be the property of the University.
3. Such property shall not be destroyed without the approval of the University Archivist and the officer in charge of the office where it accumulates.
4. The University Archivist shall advise archives-creating offices on the preservation of records, on the disposal of useless material in their custody, and on the orderly transfer of records to the University Archives.
5. The officer in charge of each office shall be the judge as to how long it is convenient to hold archival material in that office under direct control.
6. All archival material, when no longer wanted in the office to which it pertains, shall be transferred to the University Archives.
7. The officer who authorizes transfer of material to the University Archives and the University Archivist shall determine the conditions of access to the material once it is located in the Archives, except as otherwise determined by the President.
8. The University Archivist shall protect archival material deposited in the University Archives from mutilation and destruction and shall keep it in such arrangement that it is accessible to authorized persons when the Archives in open for use.
9. Should any difference arise between any of the foregoing items and Title 10, Subtitle 6 of the volume of the Annotated Code of Maryland entitled "State Government," the provisions of the Annotated Code shall take precedence.

Approved by the President  
7/2/91

**UNIVERSITY SYSTEM OF MARYLAND POLICY ON  
PROFESSIONAL COMMITMENT OF FACULTY**

II - 3.10 - POLICY ON PROFESSIONAL COMMITMENT OF FACULTY

(Approved by the Board of Regents, November 30, 1989)

I. COMMITMENT TO THE INSTITUTION

With the acceptance of a full-time faculty appointment in the University System of Maryland, one makes a major professional commitment to the mission and goals of the institution and its students with the mission and goals of the institution and its students with the essential components of instruction; student direction and advisement; research, professional, public and institutional service; and administration. These vary in their relative distribution of time according to the particular talents and interests of the faculty member and the needs of the academic unit as determined by the department chair or other responsible administrator.

Consulting or professional services rendered within the constituent institution during an appointment period may not carry a stipend except with the advance approval of the President or designee.<sup>1</sup>

II. EXTERNAL COMMITMENTS

Professional consulting and other external professional activities, whether income-producing or not, may be undertaken only when it is assured that all responsibilities associated with the individual's position are fully satisfied and will continue to be met. Ordinarily, these activities shall be undertaken only when their performance gives promise of enhancing professional standing of the individual or contributing to the fulfillment of the mission of the institution.

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<sup>1</sup>For purposes of this policy, unless otherwise stipulated, in the case of a faculty appointment that is jointly held in more than one institution the President means the chief executive officer of the institution in which the majority of the appointment resides.

The following standards (A and B, below) apply to all faculty members of the University System of Maryland, whether the appointment is full-time or part-time.

A. Professional Consulting

1. Consulting or professional services which carry a stipend and are rendered to another institution in the University System or another State agency in Maryland require the advance approval of the President or designee of the faculty member=s institution.
2. A faculty member may not make substantial use of the physical resources of his or her institution in connection with consulting activities unless the institution is reimbursed in accordance with prior arrangements, or unless such reimbursement is waived by the President or designee of the affected institution.
3. A faculty member shall not convey endorsement by the institution or the University System of the recommendations or results from his or her consulting activities.
4. No individual shall enter into any agreement in the pursuit of consulting services which conflicts with the University System policy on intellectual property without the written waiver or consent of the Chancellor or designee.

B. Conflict of Interest and/or Commitment

Although external activities enhance the institution and the University System of Maryland, they also bring with them the potential for conflicts of interest and conflicts of commitment. A conflict of interest arises when the faculty member influences, or is in a position to influence, the institution=s decisions for personal financial gain or benefit. A conflict of commitment situation arises when outside activities substantially interfere with the person=s obligation to students, colleagues, or the institution.

1. It is recognized that some situations carry the potential for conflict, while not manifesting an actual conflict because of careful attention to ethics on the part of the faculty member and the institution. In instances where a conflict or appearance of conflict of interest may arise in the context of the State Ethics Law, an advisory opinion should be obtained from the State Ethics Commission.<sup>2</sup>

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<sup>2</sup>The Maryland Public Ethics Law (Article 40A of the Maryland Annotated Code) provides that a State official or employee cannot be employed by, or have a financial interest in, any entity which is negotiating or has entered into a contract with the State agency or institution where he or she is employed. (Section 3-103(a)(1)(i).) The Maryland Public Ethics Law similarly bars a

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State official or employee from holding any other employment relationship which would impair the impartiality and the independence of judgment of an official or employee. (Section 3-103(a)(1)(ii).) The Public Ethics Law defines Afinancial interests≡ as:

- (1) ownership of any interest as a result of which the owner has received, over the past three years, or is presently receiving, or in the future is entitled to receive, more than \$1,000 per year, or
- (2) ownership, or the ownership of securities of any kind representing or convertible into ownership, of more than 3% of a business entity. (Section 1-201(m).)

2. In situations which have the appearance of conflict, a faculty member must inform the department chair or other appropriate administrator, according to institutional procedures.

### III. APPLICATION

- A. Nothing contained in this policy shall be construed as imposing any obligations on faculty members to the institution or to the University System beyond those required by law or contract, nor as adding any grounds for termination of a faculty appointment beyond those stipulated in the policies governing faculty appointments, ranks, and tenure, as approved by the Board of Regents.
- B. Each institution of the University System of Maryland shall develop and publish procedures to implement this policy. Such procedures shall include provisions for regular reporting by faculty members to the institution on all outside professional consulting and external professional services.

Replacement for: BOR III-2.30, 14.40, 14.41; VI-20.02; and BOT VII-H, VII-K.5., VII-K.6

## **TOWSON UNIVERSITY POLICY ON PUBLICATIONS AND PUBLIC RELATIONS**

All major University publications directed to an external audience are vetted by the Office of University Relations. All news releases, publicity, and media contacts must be arranged through this office. The Director of the Office of University Relations has been designated by the President as the official spokesperson for the University. University Relations staff members are available for consultation with administrative and academic departments, student organizations, and faculty members regarding public relations, and publicity.

The Office of Design and Publications is responsible for University publications prepared for off-campus use or for wide on-campus distribution. The Office of Design and Publications is also designated as the on-campus clearinghouse for the State Book Depository. Twenty-five copies of all publications intended for students, parents or any off-campus distribution must be forwarded to the Office of Design and Publications in accordance with State regulations.

The Office of Design and Publications produces camera-ready graphic art for University-approved publications that are appropriate for the University in terms of quality, effectiveness, and budget.

The Office of Design and Publications is responsible for the standards regarding use of Towson University's logo and its which must be printed in all or for wide on-campus distribution



nondiscrimination compliance statement, publications prepared for off-campus use as shown below.

Towson University is in compliance with federal and State regulations regarding nondiscrimination on the basis of race, color, national origin, religion, sex, marital status, age, political affiliation, veteran status, condition of handicap, or other prohibited reason. For further information, contact the TU Office of Fair Practices or S. Guckert, 504 Officer, (410) 830-2000. The University does not discriminate on the basis of sexual orientation.

Approved by the Vice President for Institutional Advancement  
5/23/93

**TOWSON UNIVERSITY POLICY AND GUIDELINES FOR THE  
REPRODUCTION OF COPYRIGHTED MATERIAL FOR CLASSROOM USE**

The copyright law of the United States, Title 17, United States Code, (the Act) governs, among other things, the photocopying of copyrighted materials. If a work is protected by copyright, in most cases, it is Copyright infringement, without appropriate permission, to: (1) photocopy more than one article or other contribution to a copyrighted collection or periodical, or more than a small part of any other copyrighted work, or (2) photocopy at the same time or at different times, more than one copy of any such article, contribution or small part. Photocopies made in violation of the copyright law may result in money damages.

The Act permits photocopying of copyrighted material, without obtaining permission, where the "fair use" exclusion defined in Section 107 of the Act is met. Pursuant to this exclusion, an agreement was reached among educational, author and publisher organizations and accepted by congressional committees setting forth guidelines for classroom copying by faculty. Attached to this policy is the AGREEMENT ON GUIDELINES FOR CLASSROOM COPYING IN NOT-FOR-PROFIT EDUCATIONAL INSTITUTIONS setting forth agreed upon criteria for fair use. This policy incorporates these guidelines.

Where photocopying of protected material is done for classroom use and does not meet the criteria for fair use as provided in the attached Agreement, then permission to photocopy the material must be obtained as required by the Act. Because faculty requests for photocopying are made through the University's Bookstore, the Bookstore shall obtain the required permission to make the requested photocopies, where photocopying requests do not meet the criteria for fair use as provided in the following agreement.

**AGREEMENT ON GUIDELINES FOR  
CLASSROOM COPYING IN NOT-FOR-PROFIT  
EDUCATIONAL INSTITUTIONS**

The purpose of the following guidelines is to state the minimum standards of educational fair use under Section 107 of H.R.2223. The parties agree that the conditions determining the extent of permissible copying for educational purposes may change in the future; that certain types of copying permitted under these guidelines may not be permissible in the future; and conversely, that in the future other types of copying not permitted under these guidelines may be permissible under revised guidelines.

Moreover, the following statement of guidelines is not intended to limit the types of copying permitted under the standards of fair use under judicial decision and which are stated in Section 107 of the Copyright Revision Bill. There may be instances in which copying which does not fall within the guidelines stated below may nonetheless be permitted under the criteria of fair use.

**GUIDELINES**

I. Single Copying for Faculty

A single copy may be made of any of the following by or for faculty at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

- A. A chapter from a book;
- B. An article from a periodical or newspaper;
- C. A short story, short essay or short poem, whether or not from a collective work;
- D. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

II. Multiple Copies for Classroom Use

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for faculty giving the course for classroom use or discussion; provided that:

- A. The copying meets the tests of brevity and spontaneity as defined below; and,
- B. Meets the cumulative effect test as defined below; and,

C. Each copy includes a notice of copyright.

DEFINITIONS:

Brevity

(i) Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or, (b) from a longer poem, an excerpt of not more than 250 words.

(ii) Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.

[Each of the numerical limits stated in "i" and "ii" above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.]

(iii) Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or periodical issue.

(iv) "Special Works": Certain works in poetry, prose or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph "ii" above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof, may be reproduced.

Spontaneity

(i) The copying is at the instance and inspiration of the individual teacher, and

(ii) The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect

(i) The copying of the material is for only one course in the school in which the copies are made.

(ii) Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.

(iii) There shall not be more than nine instances of such multiple copying for one course during one class term.

NOTE: [The limitations stated in "ii" and "iii" above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.]

III. Prohibitions as to I and II Above

Notwithstanding any of the above, the following shall be prohibited:

- A. Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacement or substitution may occur whether copies of various works or excerpts therefrom are accumulated or reproduced and used separately.
- B. There shall be no copying of or from works intended to be "consumable" in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.
- C. Copying shall not:
  - (1) substitute for the purchase of books, publishers' reprints or periodicals;
  - (2) be directed by higher authority
  - (3) be repeated with respect to the same item by the same faculty member from term to term.
- D. No charge shall be made to the student beyond the actual cost of the photocopying.

### **COPYRIGHT RESOURCE CENTER**

The Copyright Resource Center is located on the first floor of the University Union outside of the University Store. Please visit or call Extension 2324 and ask for the Copyright Specialist for those who would like to prepare a course packet(s) for your class(s). The Copyright Specialist will assist you in obtaining permission(s) and in the planning of your course packet(s) for printing. These course packet(s) would then be sold to your students at the University Store along side any other textbooks you requested.

**TOWSON UNIVERSITY POLICY ON THE  
SALE TO STUDENTS OF INSTRUCTIONAL MATERIALS  
FROM WHICH A FACULTY MEMBER MAY EARN MONETARY GAIN**

The University respects the academic freedom of the individual faculty member and recognizes scholarly achievement through publishing. Yet to avoid any exploitation of students for the monetary gain of the faculty member, the required purchase by students of faculty-authored materials in courses and the sale of materials to students by faculty shall be governed by the following guidelines in order to protect both students and faculty:

1. The University adheres to the American Association of University Professors (AAUP) policy on the ethics of faculty, as outlined in the "Statement on Professional Ethics," page 133, in the AAUP Policy Documents and Reports, 1984 edition.
2. The department, department chairperson, or a department committee shall review and approve the use or sale of the materials outlined below to determine their instructional value.
3. Upon approval, the department shall forward the necessary documentation outlining the instructional value of the material to the appropriate college dean who will keep the documents on file.
4. In the case of the sale of material by faculty to students, the documentation submitted to the college dean by the department shall include, in addition to evaluation of the educational value of the material, certification of the cost to students. The documentation shall also include a procedure by which the faculty member shall receive the money without it being given directly to the faculty member by the student.
5. The instructional materials which must be evaluated include:
  - a. Materials written by Towson University faculty which have been published by a commercial publishing company or a university press and which will be used in courses at Towson University.
  - b. Materials written by Towson University faculty which have been independently printed at Towson University or elsewhere and which will be used in courses at Towson University.
  - c. Materials which have been acquired by Towson University faculty for sale to students who are taking courses at Towson University.

Approved by the University Senate  
5/11/83

**USM POLICY ON THE SCHEDULING ACADEMIC ASSIGNMENTS  
ON DATES OF RELIGIOUS OBSERVANCE**

III - 5.10 - POLICY CONCERNING THE SCHEDULING OF ACADEMIC  
ASSIGNMENTS ON DATES OF RELIGIOUS OBSERVANCE

(Approved by the Board of Regents, January 11, 1990)

It is the policy of the Board of Regents that the academic programs and services of each institution shall be available to all qualified students who have been admitted to its programs, regardless of their religious beliefs. Students shall not be penalized because of observances of their religious holidays and shall be given an opportunity, whenever feasible, to make up within a reasonable time any academic assignment that is missed due to individual participation in religious observances.

Each institution shall develop written policies and procedures for the implementation of this policy. The institution's policy in this matter shall be published regularly in the appropriate faculty and student media and other reasonable steps shall be taken to disseminate adequately this information to all members of the institution's community.

Replacement for: BOR I-2.00 and I-2.01

**TOWSON UNIVERSITY POLICY ON SMOKING**

Executive Order 01.01.1992.20 of the Governor of the State of Maryland has been enacted by the President as the Policy on Smoking for Towson University, effective November 23, 1992.

**THE STATE OF MARYLAND  
EXECUTIVE DEPARTMENT**

**EXECUTIVE ORDER  
01.01.1992.20**

**Executive Agency Policy on Smoking  
(Rescinds 01.01.1987.13)**

WHEREAS, Scientific evidence document that smoke from cigarettes, cigars, and pipes is harmful both to the health of individuals who do not smoke as well as those who do;

WHEREAS, Environmental tobacco smoke (second hand smoke) is a proven cause of cancer in nonsmokers;

WHEREAS, Environmental tobacco smoke can worsen cardiac, respiratory, and allergic conditions both in individuals who do not as well as those who do smoke; and

WHEREAS, It is the responsibility of the State to promote a healthy and safe environment for all employees and individuals who conduct business in, live in, or visit State offices or facilities;

NOW,

THEREFORE, I, WILLIAM DONALD SCHAEFER, GOVERNOR OF THE STATE OF MARYLAND, BY VIRTUE OF THE AUTHORITY VESTED IN ME BY THE CONSTITUTION AND LAWS OF MARYLAND, HEREBY RESCIND EXECUTIVE ORDER 01.01.1987.13 AND PROCLAIM THE FOLLOWING EXECUTIVE ORDER, EFFECTIVE OCTOBER 1, 1992:

- A. Smoking Policy. To provide a healthful environment in buildings and vehicles occupied by State of Maryland agencies and employees, all employees, clients, and visitors are expected to comply with the following:
  - 1. Smoking Prohibited. Except as provided in paragraph A.(3)(a), smoking or carrying any lighted tobacco product is prohibited in all State buildings and

facilities, in all space leased or rented by the State, and in government operated shuttle buses.

2. State Vehicles. State employees are strongly encouraged to refrain from smoking in State vehicles and may not smoke when other nonsmoking passengers are present in the vehicle.
  3. Facilities Housing Clients, Patients, Inmates, and Wards of the State.
    - a. A State official or employee in charge of a State facility may prohibit or limit smoking by residents of the facility if:
      - (1) The prohibition or restriction promotes fire safety, the protection of the health of employees, or otherwise contributes to the proper management of the facility; and
      - (2) The prohibition or restriction is consistent with the safety and welfare of the residents, employees, or visitors.
    - b. The State official or employee in charge of a State facility shall make reasonable accommodation for an employee who objects to working in an area where smoking by residents is permitted.
  4. Leased Housing. This order does not apply to any structure located on State property that is leased or rented as a residence to a State employee or other individual who is not the responsibility of the State.
  5. Legislative and Judicial Branches of State Government. This order does not apply to the ground and first floor of the State House and spaces assigned to the legislative and judicial branches of government. However, the legislative and judicial branches are called on to establish smoke free environments in those work spaces.
- B. Implementation and Enforcement of Smoking Policy.
1. Smoking Policy Implementation Committee. The Secretary or Director of each department or agency, including all Boards, Commissions, Departments, and State Colleges and Universities, shall establish a Smoking Policy Implementation Committee.
  2. Implementation of the Smoking Policy. The Smoking Policy Implementation Committees shall develop procedures for making employees and clients aware of

the policy and for providing information on smoking cessation programs to smokers who wish to quit.

3. The Department of Human Resources shall coordinate and offer smoking cessation classes through the State under the Club Maryland Program.
  4. Enforcement of Smoking Policy.
    - a. All employees share in the responsibility for adhering to and enforcing this policy, and have the responsibility for bringing it to the attention of visitors. Each agency or department shall designate an individual in the personnel unit to address any conflicts that may arise.
    - b. An employee found to be in noncompliance shall:
      - (1) For a first offense, be directed to the personnel unit for counseling on the provisions of this Executive Order and referral to the Wellness Program;
      - (2) For a second offense, be required to attend a smoking education program sponsored by Club Maryland;
      - (3). For a third offense, receive a written reprimand; and
      - (4) For a fourth or subsequent offense, be disciplined in accordance with State progressive discipline procedures.
- C. Employee or client concerns about their treatment under this policy or problems arising from the implementation of this policy shall be resolved by the personnel unit designee with the advice and assistance of the Smoking Policy Implementation Committee. In the development of specific guidelines or the resolution of specific problems relating to the State's smoking policy, the Committee shall give priority to the needs of nonsmokers.

GIVEN Under My Hand and the Great Seal of the State of Maryland, in the City of Annapolis, this 3rd day of September, 1992.

William Donald Schaefer  
Governor

ATTEST:

Winfield M. Kelly  
Secretary of State

## **TOWSON UNIVERSITY POLICY ON SOLICITATION OF ADVERTISING**

Because the Division of Institutional Advancement is responsible and held accountable by the President for all external affairs of the University and, specifically, for contacts which can affect the image of the institution and/or result in monies being generated for the University (either through advertising or donations), final authority for the interpretation of the University's advertising policy is delegated by the President to the Vice President for Institutional Advancement. As some advertisers do not view University advertising as a preferred means of spending their advertising budget, but rather view it as a contribution, strict adherence to this policy is required.

This policy applies to all forms of advertising solicitations, including such things as programs, calendars, novelty items, and yearbooks. This policy exists to insure that advertisers in various University publications and on all other types of merchandise are not subjected to multiple or unauthorized solicitation. The day-to-day implementation of this policy is managed by the Director of Development.

When planning to solicit advertising, each department or organization must arrange a meeting with the Associate Vice President for Institutional Advancement and Director of Development. At that meeting, procedures to be followed under the policy will be reviewed.

As a general policy, no independent or external promoters will be allowed to use the University's name in any form whatsoever. If an exception to this policy is desired, the request should be directed to the University Relations Department, which will determine whether to proceed before any agreement is reached. The contract developed as a result of this agreement must be approved by and bear the signature of the Vice President for Administration or his/her designee.

Approved by the Vice President for Institutional Advancement  
7/27/94

## STUDENT RIGHTS

**Student Rights** of privacy, expression, non-discrimination, and non-harassment must not be violated, but there are limits on those rights.

**Posting Grades** in any format is not permitted.

**Academic Records** are accessible by students. Parents and legal guardians who can verify a student's financial dependency have the right to review the student's academic record. Financial dependency can be verified by submission of the parents'/legal guardians' federal tax returns. A parent or legal guardian who requests a faculty member to provide information about a student's record or class performance should be referred to the Judicial Affairs Officer, who will determine whether the student is a financial dependent and notify the faculty member. The academic record is defined as the document on which a chronological listing of the courses attempted or completed by the student is maintained together with grades earned. This record may also include dates of admission, withdrawal, suspension, dismissal, readmission, as well as contain personal demographic information on the student. The academic record also includes the student's admission folder, which is maintained by the Registrar's Office until one year after graduation and contains official documents of admission, withdrawal, dismissal or reinstatement, as well as copies of decisions made by the Academic Standards Committee regarding any exceptions made on behalf of the student to existing academic regulations. This definition does not refer to grade books, graded papers, or personal notes kept by faculty members. For additional information concerning record-keeping, see *Undergraduate Catalog*, "Towson University Student Code of Conduct, Individual Rights and Responsibilities, Privacy," and *Undergraduate Catalog*, "The Family Educational Rights and Privacy Act."

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## STUDENT ABSENCE POLICY

**A Student Absence Policy** should be established, printed in the course syllabus, and enforced by each faculty member. It is the responsibility of the student to determine and understand clearly the faculty member's attendance policy. If a student is absent and requests permission to make up class work or an examination, the faculty member has the right to request verification of the reason for the absence.

Students involved in events officially recognized by Towson University\* and who are formally representing TU are to be given the following consideration:

1. Their absence from a class or class activity should be considered an excused absence without penalty. Any additional absences for reasons other than formal University participation may be counted toward the number of unexcused absences allowed by those faculty with published attendance policies. Students who plan to be active in events officially recognized by the university are advised to miss no additional classes if at all possible, and to discuss their involvement in these events with their instructors at or before the beginning of class each semester.
2. Any class assignments, including tests, quizzes, labs, papers, projects, etc., due or to be done on the absence day are to be completed through an alternate arrangement agreed upon in advance by faculty and student. It is noted that students are ultimately responsible for the make up of any assignments, tests, quizzes, labs, papers, projects, etc.
3. The coordinators of the various officially recognized programs are to provide faculty a listing of planned absence dates early in the semester, but no later than two weeks before the absence (or, in the case of post season, intercollegiate athletics competition, not later than the first class following the determination of the post season playing date). The listing will include officially validated rosters of student participants, event dates, the coordinator=s name and telephone number, and the name and telephone number of the Associate Vice President for Academic Affairs. Coordinators of events are asked to carefully plan such events to avoid, where possible, scheduling that consistently conflicts with the same classes (for example, avoid scheduling events on the same day of the week throughout the semester), and to advise the student participants in their events about any unavoidable conflicts in order that students might choose alternative sections or courses when registering for classes.
4. No less than one week before the scheduled absence (or, in the case of post season, intercollegiate athletics competition, not later than the first class following the determination of the post season playing date), students are to meet with the instructor and initiate arrangements for making up any missed assignments and/or class work.

\*Officially recognized events shall be those so designated in their respective areas by the Associate Vice President for Academic Affairs. Coordinators of events are to seek such designation from the Associate Vice President at the earliest possible convenience in the planning of such activities. Additionally, the signature of the Associate Vice President for Academic Affairs shall be used to validate the roster of student participants submitted by the coordinator of the event.

Received by the University Senate  
5/6/96

## TOWSON UNIVERSITY POLICY ON STUDENT EMPLOYMENT

### Eligibility for Student Employment

#### A. Academic Criteria

Undergraduate students making satisfactory academic progress as defined by the current *Undergraduate Catalog* are eligible for student employment. Graduate students who are in good academic standing as defined by the current *Graduate School Catalog* are also eligible for student employment. This includes new students who have no Towson University quality point average during their first semester. International students (those on F-1 and J-1 visas) are not eligible to work unless they are in good academic standing as defined by the current *Undergraduate Catalog* or *Graduate School Catalog*.

**Caution:** Students who have less than a 2.00 cumulative quality point average must be counseled by their employer. In these cases, the student's academic success must be given the highest priority. Employers may consider such options as: 1) reduced hours; 2) modified or flexible work schedules; 3) temporary leaves of absence; 4) referral to Tutorial Services; 5) probation; or 6) termination. A letter from the employer documenting the situation and any conditions stipulated must be sent to the student with a copy maintained in the department's files.

#### B. Credit Load

##### 1. Spring and Fall Semesters

No undergraduate or graduate student shall be employed in either the regular student help program or federal work study program in any spring or fall semester in which that student is registered for fewer than 6 credits. Graduate students with graduate assistantships must be registered for at least one course during the spring or fall semesters in which they are employed.

##### 2. Summer and Minimester

Students who are enrolled for a summer session are eligible for summer employment. Students not taking classes in the current summer or minimester term, but who were enrolled the previous semester or who are registered for the following semester may be employed. New students who have returned their enrollment contracts are eligible for employment.

### C. Verification of Eligibility

Employing departments must verify student eligibility for employment on campus. Departments may use the "student employment eligibility form" or a department form which includes the same information to verify eligibility for student employment.

#### Hours

Students will not be permitted to work in excess of 20 hours in any week when classes or examinations are in session for that full week. Students taking classes in the summer or minimester will be allowed to work up to 40 hours per week. Students taking classes in the current summer or minimester term, but who were enrolled the previous term or who are registered for the following semester, may work up to 40 hours per week. International students on an F-1 or J-1 visa may work no more than 20 hours per week.

#### 1. Waiver of Twenty Hour Maximum

Employers may waive the maximum hours limitation for students who have at least sophomore standing and have a cumulative quality point average of at least 2.50 at Towson University. Students with freshmen standing and transfer students in their first semester are ineligible for this waiver. Employers must require a transcript or the most recent grade report to verify these criteria. Employers are urged to consult with the student's advisor before waiving maximum hour limitations.

On rare occasions it may be necessary for employers to waive the maximum hours limitations for students whose quality point averages are lower than the 2.50 minimum. In these cases, it will be the department head's responsibility to allow exceptions where needed but to make every effort to insure that the students are not jeopardizing their academic standing because of excessive work hours. The following procedures must be followed:

- a. Employing supervisors shall submit written justification to the department head for each instance in which a student will work beyond the 20 hour maximum. The justification should include a description of the circumstances which require the additional hours, the name of the individual student involved, and the approximate number of hours to be worked in excess of the limit.
- b. A copy of the written justification and statement of approval will be submitted with the time sheet for each of the students involved and will become part of the official records with a copy maintained in the department.

- c. The department head has the responsibility to determine whether these exceptions are requested so often as to suggest the need for considering other options such as increasing the number of students employed or using contractual employees.
- d. No waiver may be granted to international students with F-1 or J-1 visas.

### Salary

It is the policy of Towson University that persons working within the same department with equivalent duties and responsibilities and equivalent skills and experience shall be paid at the same rate. Student employees must be paid on a scale appropriate to the nature of their job duties. Salary increases shall be based on performance appraisals. Not all student employment positions provide promotional opportunities.

### Suggested Grievance Procedure

At the beginning of employment, all students should be advised, preferably in writing, that complaints of discrimination on the basis of race, color, sex, national origin, disabling conditions, religion, age, sexual orientation, marital status, political affiliation, or veteran status should be referred to the Office of Fair Practices. In addition, student employees may file grievances limited to their specific work environment and the job performed pursuant to the procedure outlined below.

Each supervisor and student employee must make a good faith effort to resolve employee relations problems as they arise. In the event that these efforts fail, the student employee shall have the opportunity to present a grievance, limited to the specific work environment and the job performed. If the grievant alleges discrimination under the Americans with Disabilities Act (1990) relative to the work environment or the job performed, the Office of Fair Practices shall be involved in resolving the complaint. Any such grievance must be submitted in writing, within 30 days of the grievable issue or the student's knowledge of the grievable issue. The grievable statement must include the basis for the grievance and the remedy sought. The employee and supervisor shall meet to discuss the grievance and within five (5) working days the supervisor shall issue a decision on the grievance. If not satisfied with that decision, the student employee may submit the grievance in writing to the department head. If the supervisor is a department head, then the grievance shall be submitted to the person to whom the supervisor reports. The department head shall respond to the appeal in writing within five (5) working days following submission of the grievance. The student shall have no further opportunity for appeal.

Approved by the President's Staff  
9/20/92

## **ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

The Americans with Disabilities Act of 1990 is civil rights legislation that affects 43,000,000 Americans with disabilities. The ADA applies to all institutions of higher education. Subpart E of Section 504 of the Rehabilitation Act of 1973 contains more specific information regarding post-secondary education compliance.

A person with a disability is an individual with a physical or mental impairment that substantially limits one or more major life activities. An individual is considered a person with a disability if he/she (1) has a disability (2) has a history of a disability or (3) is perceived by others as having a disability.

Towson University is legally bound to prohibit discrimination in the recruitment process, the admissions process and the educational process of students with disabilities. Students with documented disabilities are entitled to receive approved modifications, appropriate academic adjustments or auxiliary aids that will enable them to participate in and have the opportunity to benefit from all educational programs and activities.

Students must register with the Office of Disability Support Services (x2638). Students will provide faculty with a memorandum from DSS listing appropriate accommodations (e.g. extended testing time, distraction free testing area, note takers, tape recorder, etc.).

## **TOWSON UNIVERSITY POLICY ON SUBSTANCE ABUSE FOR FACULTY, STAFF, AND STUDENTS**

The use of controlled substances and the abuse of alcohol presents a serious threat to individual health and everyone's safety. Moreover, the use of illegal drugs and the abuse of alcohol can result in less than complete reliability, stability, and good judgment which is inconsistent with the standards set for the faculty, staff, and students of this University.

Towson University, as an employer, strives to maintain a workplace free from the illegal use, distribution, or possession of controlled substances. Any person found to be participating in such activity will be subject to administrative disciplinary action, mandatory counseling and treatment, and/or criminal proceedings.

The use, possession, and/or sale of illegal drugs are considered violations of Towson University's Student Code of Conduct, the faculty contract, and the terms of employment of administrative, classified, and contractual staff. Faculty, students, and employees who use, possess, or sell illegal drugs shall be subject to discipline, including mandatory counseling, suspension, or dismissal from the University. The University will take disciplinary action based on reasonable available information; such action will be independent of any civil or criminal processes precipitated by the same incident and will follow the policies and procedures of the University and the University System of Maryland Board of Regents.

In the workplace, use, possession, and/or sale of illegal drugs and controlled substances are also violations of State and federal laws for which individuals are subject to University disciplinary processes and/or arrest and criminal prosecution.

These serious workplace situations must be handled in ways which ensure the protection of the civil rights and handicapped rights of the accused, the treatment and rehabilitation of employees, and the notification of the necessary administrative and legal authorities.

Specific procedures for reporting drug use, penalties, and appeals are part of the Student Code of Conduct, which is published in the *Undergraduate Catalog*. Employee disciplinary measures and appeals for violations of this policy as well as other policies of the University are part of the *Faculty Handbook*, the *Part-Time Faculty Handbook*, and the *Personnel Manual*.

In addition to the University policy on substance abuse, all employees of the University including student employees are subject to the Maryland Governor's Executive Order 01.01.1991-16 on the Drug and Alcohol Free Workplace.

In accordance with federal legislation, Towson University's substance abuse policy will be

distributed annually to all students<sup>3</sup> and employees through campus or United States Postal Service mail.

Furthermore, the student-athlete is additionally subject to the Towson University Department of Athletics Substance Abuse Policy. A copy of this policy is available from the Department of Athletics.

### **Acknowledgment of Policy**

All employees of the University will certify to the Office of Human Resources or the Payroll Office that they have received a copy of this policy.

Undergraduate, graduate, and non-degree undergraduate and graduate applications for admission to Towson University will contain a statement to be signed by each new student. This signature will acknowledge the drug and alcohol abuse policies of the University.

### **Education**

In accordance with federal legislation, there will be an annual distribution, in writing, to each employer and student of:

1. The dangers of drug abuse in the workplace (to include student employees);
2. The institution's policy of maintaining a drug-free workplace and a drug-free campus;
3. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on University property or as part of any University activities;
4. A description of applicable legal sanctions under local, State, or federal law;
5. A description of health risks associated with the use of illicit drugs and the abuse of alcohol;

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<sup>3</sup>The definition of a student is one who is taking one or more classes for any type of academic credit except for continuing education units, regardless of the length of the student's program of study.

6. A description of available drug or alcohol counseling, treatment, or rehabilitation and/or reentry programs;
7. A clear statement of the disciplinary sanctions that the University will impose on students and employees.

All supervisory faculty and staff will receive training on drug awareness and treatment. This training program shall include existing as well as new supervisory personnel.

Drug awareness training will be an integral part of the University's student orientation program.

Faculty and staff orientations will include programming especially designed to focus on the University's policy toward substance abuse.

### **Employee/Student Assistance Programs**

Towson University's health and drug education programs will inform the entire University community of the physical and psychological effects of the non-medically supervised use of illegal drugs, alcohol, and consciousness-expanding drugs. The education program shall make employees aware of the consequences of prosecution under local, State, and federal laws and the rules of governance for University-imposed discipline.

The University recognizes the importance of individual rights and respects the privacy of employees and students. To this end the University has an established counseling program for students and an Employee Assistance Program (EAP) for faculty and staff. These programs have been designed to provide counseling and rehabilitative services. Employees and students are encouraged to contact the appropriate program in the event they have a substance abuse problem. In this way a student or employee can correct the problem before it jeopardizes a job, an education, family, or individual well being.

Employees or students who need help with a problem of drug abuse shall be encouraged to call the Counseling Center, the Health Center, the Office of Human Resources, or Student Life. The resources of the Counseling Center shall be available for supervisors who wish consultation in handling employees who may have substance abuse problems. The call will be treated with confidentiality and respect. In addition, the University shall provide information about drugs on Copeline (830-COPE). Copeline telephone tapes will provide free and anonymous information on drugs as well as a listing of the Baltimore County Resources for Drug Abuse.

Voluntary participants in an assistance program will not jeopardize their continued employment or enrollment at the University provided that their job performance or behavior is consistent with established standards. However, voluntary participation in an assistance program will not prevent disciplinary action for violation of the policy described herein, where such violation has already occurred.

### **Procedures for Grievances and Appeal**

Towson University strongly encourages the use of drug rehabilitation programs as the keystone to a drug-free environment. For each class of employee and student category, the formal rules of procedure remain intact. These include the student judicial procedures and criminal justice procedures. Following a conviction for violation of a drug offense in the workplace, disciplinary action can be imposed, up to and including termination or disenrollment. As a condition of continued employment or education, an employee or student may be required to participate in an approved drug abuse rehabilitation program.

### **Suspected Drug Use, Possession, or Sale**

The use, possession, or sale of illegal drugs are violations of State and federal laws for which all offenders are subject to arrest and criminal prosecution, as well as University administrative processes. These serious offenses must be handled in ways to ensure the guarding of evidence, the protection of civil rights of the accused, and notification of the proper authorities. To this end, specific procedures outlined in this policy are to be followed in any campus situation where substances are suspected to be illegal drugs.

Any individual, student, or employee, directly associated with the University System of Maryland who uses or becomes involved with illegal drugs without proper medical supervision, shall be subject to discipline, including suspension or dismissal from the State university and college system, as may be appropriate.

Students, faculty members and staff, in their routine activities, may observe suspected illegal drug activities. As a result, some staff members may become involved in the determination of disciplinary action that follows suspected use, possession, or distribution of an illegal substance. Specific actions or responsibilities in regard to the suspicion of illegal substances have been outlined in other paragraphs of this policy.

The University reserves the right to conduct drug testing consistent with applicable federal and State laws.

### **Alcohol Use and Abuse**

Towson University views with alarm the potential and real problems caused by alcohol abuse and alcoholism. The alcohol policy has been directed to students and employees engaged in the legal use of alcohol. The implicit as well as explicit focus of University policy centers on education for prudent drinking with moderation rather than intoxication.

Any person using alcoholic beverages at any time and at any place while on the campus of Towson University is responsible to civil and University authorities for compliance with State and county law.

It is against State of Maryland law for anyone under the age of 21 to purchase, possess, or consume alcoholic beverages.

It is unlawful for any minor to knowingly and willfully make any misrepresentation or false statement as to his/her age in order to obtain alcoholic beverages.

It is unlawful for any person to purchase alcoholic beverages for consumption by an individual who is known to be a minor.

It is unlawful for any person to possess open containers of any alcoholic beverage in a public place.

Policies concerning the possession and/or use of alcoholic beverages on campus and at special University/community events shall be the delegated responsibility of the Vice President for Administration and Finance.

### **Procedures for Reporting Substance Abuse**

The following information shall provide the basic guidelines for the reporting of student or employee drug use, possession, sale, or distribution. Other procedures to be followed have been specified in other sections of this policy.

Upon observing or receiving a report of suspected use, possession, or distribution of an illegal drug or the illegal use of alcohol, faculty staff, and/or students shall proceed in the following manner:

**Step One:** Report suspicions of illegal drug/or alcohol use or possession to the administrator of your area or the appropriate vice president. Any faculty or staff member who observes the workplace use or possession of illegal drugs or alcohol must take appropriate action.

Students observing drug activity in the residence halls should notify a residence staff member/area coordinator or the Greek Advisor. These administrators will notify the appropriate authorities and take appropriate action.

**Step Two:** Use judicious thought and sound judgement when approaching individuals suspected of illegal drug or alcohol use, possession, or distribution. It is preferable to leave drugs or alcohol in their original location until the authorities take action.

**Step Three:** The University administration will determine if State or federal laws may have been violated. University employees should not become involved in mediating any situation involving illegal drug or alcohol use.

## **Penalties for Substance Abuse**

### Penalties for Faculty and Staff

Towson University strongly encourages the use of drug rehabilitation programs as an effective measure in creating a drug-free workplace program. However, additional penalties may be implemented up to and including reprimand, suspension, mandatory counseling, mandatory participation in a drug rehabilitation program, and/or dismissal. Appropriate University grievance procedures shall be used for each classification of employee.

Any individual who has been convicted of a controlled dangerous substance offense on or after January 1, 1991 shall be required to disclose that fact when applying for a license or a license renewal. The licensing authority may refuse to issue the license or impose appropriate conditions on the license, except for non-commercial driver's licenses. (Maryland Drug Enforcement Act of 1990.)

Maryland law [Art. 27, 8, 286, and 287 Annotated Code of Maryland (1990)] states that persons who manufacture, distribute, dispense, or possess a controlled dangerous substance may be subject to imprisonment (length of time varies) and fines (\$15,000 and up).

### Penalties for Students

In addition to the laws of the University System of Maryland, the State of Maryland, and the United States, Towson University students shall be governed by rules referred to as the "Towson University Student Code of Conduct." Within these campus guidelines, students shall be subject to institutional discipline if they use, possess, distribute, or sell illegal drugs and illegally use or abuse alcohol. There may be various penalties applied to the student convicted of misuse of drugs and alcohol, depending on the situation. Individuals are encouraged to use voluntary rehabilitation programs and may be required to receive mandatory counseling and treatment. If a student is suspected by the University police to have violated State and/or federal laws with regard to illegal drugs or use of alcohol, the student will be subject to arrest and criminal prosecution.

All students suspected of substance abuse violations may be referred to the University Judicial Officer. The student will be subject to a due process hearing in accordance with the institutional disciplinary guidelines. Disciplinary action at the University will normally proceed whether or not criminal charges related to the same incident have been processed and sustained. The University encourages voluntary counseling and may require participation in an approved treatment program.

Where there is evidence that the continued presence of a student on the University campus poses a substantial threat to self, others, or to the stability and continuance of normal University functions, the Vice President for Student Life, or a designee, may immediately suspend, on an

emergency basis, a student from any and all University activities (including residence programs and class attendance) pending a hearing or medical evaluation. A hearing will be scheduled in a timely fashion to adjudicate the case as swiftly as possible. During the period of emergency suspension, if the student needs access to the campus, arrangements can be made for the student to come to campus, on a limited basis, to attend counseling sessions and/or conduct business, usually with an escort. Such an interim suspension can become effective immediately without prior notice.

The following penalties described herein are in addition to those penalties listed in the section on general procedures and penalties for suspected drug use, possession, or sale. The specific penalty prescribed will usually depend on the nature of the alleged violation. Penalties may be administered following a judicial hearing where the suspected offender has been found to be guilty of specific charges. Possible penalties for student violations may include, but are not limited to, the following:

**PENALTY ONE:** The student user may be subject to referral to a mandatory drug treatment/education program, and/or the termination of the residence contract and denial of access to residence halls and social functions. If suspended, permission to return to school will be considered after the period of suspension and a verified report of attendance in a drug treatment/education program. Repeat offenders may be subject to more severe actions.

**PENALTY TWO:** The student distributor may be subject to referral to a mandatory drug treatment/education program and/or suspension from school for at least one year. Permission to return to school will be considered after the period of suspension and a verified report of attendance in a drug treatment/education program. Repeat offenders may be subject to more severe actions.

**PENALTY THREE:** The student conspirator, who brings together the seller and the buyer, may be subject to referral to a mandatory drug treatment/education program and/or suspension for at least one semester. Permission to return to school after the period of suspension will be considered with verified attendance in a drug treatment/education program.

**PENALTY FOUR:** Greek Organizations, residing in on-campus Greek housing, who have been found to tolerate drug use, possession, and/or sale on the part of their members, will be subject to a drug education program for the group and/or termination of the housing contract.

Maryland law [Art. 27, 8, 286, and 287 Annotated Code of Maryland (1990)] states that persons who manufacture, distribute, dispense, or possess a controlled dangerous substance may be subject to imprisonment (length of time varies) and fines (\$15,000 and up).

**Recipients of Federal Grant/Contracts/Awards**

Any faculty, staff member, or student applying 1) for a federal grant/contract in which an in the workplace drug-free policy has been required, 2) for a "Pell Grant" or any other student/faculty grant/award or fellowship in which an in the workplace drug-free policy has been required, and 3) for a subcontract with the Department of Defense, will be required to comply in accordance with federal regulations.

1. Each individual must certify in writing to abide by the terms of the Towson University workplace drug-free policy.
2. Each individual must notify the Office of Research Administration or the Office of Financial Aid of any criminal drug conviction occurring in the workplace no later than 5 days after conviction.

The University will be responsible for notifying any contracting or granting agency, within ten days of employee notification or otherwise receiving actual notice, of a conviction in (2) above.

If a grant or award is directly made to an individual, rather than the institution, the individual will certify in writing to the institution not to engage in the unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance in the workplace or while conducting any work activity with the grant/contact and will abide by the terms of this Towson University Policy on Substance Abuse for Faculty, Staff, and Students.

**Relationships with External Contractors**

The University is committed to encourage all non-State entities, who do business with the University or otherwise receive funds from the University, to make a "good faith" effort to eliminate illegal drug abuse from their workplace. Therefore, in accordance with Executive Order 01.01.1989, the University shall take whatever action is necessary and appropriate to require a drug-free workplace, in accordance with applicable federal and State law, of each recipient of a State contract, grant, loan, or other State funding instrument.

**Biennial Review**

The Towson University Policy on Substance Abuse for Faculty, Staff, and Students and Program will be reviewed every two years (a) to determine effectiveness and the need to implement change as necessary and (b) to assure that sanctions developed and implemented were consistently enforced.

### **Responsibility**

The President of Towson University will appoint a Campus Coordinator for all substance and alcohol abuse programs. This administrator will be responsible to the President for the implementation of this policy and the University's drug-free workplace and drug-free campus policies. The President shall also hold responsible all faculty, staff, and students for supporting the Campus Coordinator, especially those who occupy positions of leadership and supervision.

### **"Good Faith" Efforts**

Towson University will at all times make a "good faith" effort to maintain a drug-free and substance abuse-free workplace and campus through the implementation of this policy.

Approved by the President  
4/29/93

**TOWSON UNIVERSITY POLICY ON SUSPENSION  
IN CASE OF CAMPUS DISRUPTION**

A. Campus Regulations

1. Violence, the willful damage of property, the forceful occupation of buildings, the intimidation of members of the University community, or the willful disruption of any class of scheduled meeting may be cause for immediate suspension from the University.
2. Upon suspension the individual is expected to leave the campus immediately and to make no appearances on campus until the suspension is over or until special exception is written by the Vice President for Student Life.
3. In addition to suspension, violators may be charged under State law, including Title 26-101 of the Education Article of the Annotated Code of Maryland, prohibiting disruption of classes or molesting students or employees of the University. A conviction may be used as evidence in the campus hearing.

B. Procedures and Definitions

1. Should an instructor or the person in charge determine that the action of an individual(s) present constitutes a disturbance of the class or meeting and should the offending party refuse to leave immediately, a state of disruption shall exist by definition and the proper authorities of the University shall be contacted.
2. The President extends authority for suspension to the Provost and to the Vice President for Student Life and to such other persons who may be authorized to be the representative of the President at that time.
3. In cases involving faculty, the authority for suspension shall, whenever possible, be extended to the Provost who may act as the representative of the President. In the absence of both the President and the Provost authority for faculty suspension will be extended to a designated dean of a college with academic departments.

C. Hearings and Appeals

1. The individual charged shall be afforded all the rights and privileges stated in the Towson University Judicial Code.
2. At the end of the period of suspension, a student may re-enter without reapplication for a readmission.

3. In cases involving faculty or staff, action shall be consistent with faculty hearing and appeal procedures previously adopted by the University.

Approved by the Executive Committee of the College Senate  
7/29/70

Approved by the Academic Council  
9/29/70

Approved by the University Senate  
9/7/82

Revised and Approved by the President  
7/21/92

## SYLLABUS

A Syllabus for each course must be provided that, as a minimum, includes course objectives, a brief description of course content, a bibliography, assignments and requirements, grading procedures, the faculty member's name, office location, and office hours, and a statement that students may not repeat a course more than once without prior permission of the Academic Standards Committee. Any policies that the faculty member expects the University to assist in enforcing, such as attendance and cheating policies, should also be included in the syllabus.

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### **TOWSON UNIVERSITY POLICY ON THE USE OF THE UNIVERSITY'S NAME BY MEMBERS OF THE FACULTY**

Members of the faculty are encouraged to use the name of the University and official University stationery when representing the University in an official capacity. Faculty members may also publicly use their affiliation with the University in order to identify themselves. The University, however, does not wish to be identified with projects in which it has no official participation. Members of the faculty may not use the University name if such use can, in any way, be construed as implying University endorsement of any project, product, or service when such projects, products, or services are privately sponsored.

Approved by the Vice President for Institutional Advancement  
7/12/91

**USM POLICY ON TEACHING OUTSIDE THE HOME INSTITUTION  
BY FULL-TIME FACULTY**

II - 3.20 - POLICY ON TEACHING OUTSIDE THE HOME INSTITUTION BY FULL-TIME FACULTY

(Approved by the Board of Regents, November 30, 1989)

A full-time faculty member, with the written permission of the President (or designee) of his or her institution, may teach a maximum of two courses at another institution for extra compensation during the individual's contract year.

Replacement for: BOR III-14.50 and BOT VII-K.5.b.(1) and (2)

## TOWSON UNIVERSITY GUIDELINES ON TEAM TEACHING

One serious consequence of the ever-increasing specialization in modern higher education has been fragmentation and compartmentalization of learning for students. They acquire facts and skills through individual specialized courses but they must struggle alone to find coherent patterns for these facts. One innovation in pedagogy serves to diminish the fragmentation and compartmentalization for students--team teaching. In team teaching, students benefit from a synthesis of breadth and depth of knowledge. As individuals, participating faculty share highly specialized information with the class; at the same time, as a team, they are able to synthesize details into a comprehensive view.

Many benefits--to students, departments, and the general program--derive, therefore, from the team teaching approach. The term "team teaching" itself implies cooperation and planning. In the effective team two or more faculty members have united their special strengths to achieve clearly defined objectives through carefully planned pedagogical procedures. While an individual instructor may plan only from day to day, no team could afford such freedom. A careful long-range plan must guide the efforts of each team member or the instructors will find themselves lecturing without relation to each other or without coherence. In team teaching the whole must indeed be more than the sum of its parts.

Because team teaching demands such careful planning and skillful execution, it should result in a highly effective use of resources. Physical facilities, such as classroom space, and instructional technology, such as films and video tapes, can be used to benefit the optimum number of students. Both mass instructional techniques, such as lectures and demonstrations, and individualized techniques, such as discussion groups and conferences, can be employed when they are most appropriate to the materials of the course and the students' needs. Additionally, the special interests, training, and abilities of faculty members, which might have found little application in regular classes, can be used when they are most appropriate to the materials and students' needs. Important too in a time of diminishing resources, if larger numbers of students may be served by team taught courses, greater economies to scale may also be achieved.

Team teaching should demand greater faculty effort than ordinary classes. In a regular class the faculty member's contribution ends when he has covered the topic. In the team taught course, he/she is responsible not only for his/ her presentation, but for assisting other team members with their teaching. Not only should he/she attend all classes--whether or not he/she is teaching- but also he/she has a privilege seldom available in regular classes--the opportunity of observing and reacting to the presentation of other faculty members. If instructors act as a team, they should discuss critically with each other after the class each member's presentation. They can observe the responses of students during each presentation and should be able to suggest ways to achieve greater effectiveness. Such participation will have short run benefits in enabling each instructor to conduct better discussions with the students. It will also have long run benefits in encouraging the sharing of pedagogical techniques and broadening experiences in the discipline by sharing different points of view.

If the interaction of personalities and sharing of experiences in the team help each faculty member to develop pedagogical skills, they are of even more benefit to the students in assisting them to acquire good learning habits. Through discussion groups and individual conferences with members of the team, students can appreciate a variety of ways to approach learning. Such variety is seldom available in the regular class. Team teaching should also encourage fairer and more objective evaluation of students. The incompatibility of learning and teaching styles sometimes observed in regular classes will be far less likely in a team situation. The variety of approaches and personalities provided by team teaching should be valuable in meeting the diverse needs of students.

It is important that some understanding be achieved regarding the amount of time and effort each team member is expected to contribute to the class. Team teaching with two or more instructors participating in one sense does reduce the amount of preparation for which each instructor is responsible. If two instructors present the course, each would be directly responsible for one half the material presented; if three, each would be responsible for one third. This arrangement should not imply, however, that an instructor would work one-half or one-third the time normally required, particularly if each instructor is receiving for his work in the course a full three credits toward the twelve hours required for a "normal" teaching load. To the contrary, the team course should require at least as much effort as a regular course for each instructor, if not more. In addition to time spent before the course to prepare for overall design and individual lessons and the time spent in attending all classes, instructors should regularly meet to discuss among themselves aspects of the course as it proceeds. Instructors, moreover, should be responsible for providing as much individualized learning for each student as possible. This means that the instructors should schedule recitation, discussion, or workshop sessions with smaller groups from larger lecture class. Each instructor should be responsible for conducting such discussion groups with one-third to one-half of the students, depending upon the number of instructors participating in the team. Moreover, students should be grouped flexibly for discussion so that each instructor may contribute to this learning. If this kind of instruction is to remain effective, it is important that each instructor implement fully various methods of interacting with students and particularly that the preparation time from which each is released be utilized for the direct benefit of the students in the class taught in this format. To insure that this is done, the guidelines below have been developed. All faculty are to observe these guidelines in team teaching students. They are required to specify in advance actions they will take to insure that these guidelines are implemented.

1. Learning is a complex process initiated by the learner but facilitated through instruction. The role of the teacher is crucial--he/she functions to speed the process and to evaluate the quality of the results. Activities, therefore, which involve the learner as fully as possible with the teacher should be encouraged.
2. Team instructors should provide every student with all materials relevant to the organization and process of the course. These will include as a minimum a detailed

syllabus describing course activities, objectives and standards, and a list of relevant supplemental material for the student's use.

3. Provision should be made for continual reinforcement of fundamental skills in quantitative and verbal reasoning and presentation. All students should have mastered these skills to varying degrees, but they will require continual practice and a realization of their applicability to many situations. Students should be given opportunities to write term papers or reports using these skills. Familiarity with library materials and procedures and with information processing procedures (if relevant) should also be encouraged. Instructors should not only provide for written assignments, but should evaluate them in written critiques and in individual conferences.
4. Faculty members in team taught courses should provide for interaction between themselves and the student in a formal or informal setting. Opportunities for such interaction should exist for more than the days during which the classes are scheduled. Instructors may schedule formal discussions, workshops, or recitation sessions in which the material presented in lecture format may be re-examined with student input. Alternatively, instructors may provide for informal interaction through individual or small group conferences in their efforts. Office hours should be arranged to encourage student participation. A sufficient number of office hours should be scheduled each week at times convenient for the students. Bearing in mind that the frequency and nature of teaching interaction with students should be determined by the students' individual needs, the instruction should demonstrate flexibility, creativity, and sensitivity in working with students.
5. Team teaching courses must be justified by the size of the enrollment. The number of faculty participating as team members will be determined by the enrollment planned for the course and the number of credits to be earned by students and faculty members. Generally enrollment per faculty member should be approximate normal enrollment for a single section of a course regularly offered in the discipline. Thus, if a section of a course normally enrolls 35 students, a team teaching course with two faculty team members would require an enrollment of 70. Furthermore, a course in which faculty and students will earn three credits for their participation should be limited ordinarily to three faculty team members.
6. A distinction should be made between a course presented with true "team" teaching and one using a "segmented" approach. In a true team course, all faculty members assume responsibility not only for their particular part of the lecture or class presentation but also for attending all class meetings and for evaluating with other team member or members the strengths and weaknesses of the course. In a "segmented" course, however, faculty members do not cooperate as a team. Each instructor feels responsibility for only his/her own presentation and attends only when he/she will lead the group. He/ she does not participate in joint evaluation of the course or students, and limit, his/her involvement

solely to presentation of his/her special subject. A distinction should be made between the true team and the segmented course because the credit awarded to faculty should be determined on the basis of their participation. A faculty member who participates as a true team member should receive the full number of credits earned by the course. The faculty member who participates in a segmented manner should receive credit commensurate with his/her contribution. If he/she presents one-half of the lectures, he/she should receive 1-1/2 credits for a three hour course; if one-third of the lectures, he/she should receive one credit. It is not that segmented participation is less effective than team participation, but it should not be rewarded as fully as the more complete effort.

7. The additional time provided when team instructors are freed from preparation for parts of the course taught by another member or members of the team might be used to enhance students' learning through field experience or on-site observations. Instructors might find it helpful to plan field trips to museums or other relevant institutions in conjunction with the lecture material presented during class or to plan on-site inspections or observations of facilities or places discussed in class.

Faculty members wishing to participate in a team teaching situation will be required to specify the steps they will take to meet these guidelines. A series of items bearing upon the guidelines has been developed. Each faculty member requesting assignment to a team taught course should respond in detail to each item and return his/her response to his/her department chairperson. After his/her response has been reviewed by the chairperson and the dean of the college, it will be forwarded with their recommendation to the Provost for final review and decision. The faculty members will be informed as soon as possible of the action taken by the Provost.

Approved by the Council of Deans  
12/22/75

## USM POLICY ON TERMINAL LEAVE FOR FACULTY

### II - 2.10 - POLICY ON TERMINAL LEAVE FOR FACULTY

(Approved by the Board of Regents, November 30, 1989)

Terminal leave is defined as a leave of absence with pay extending over a period which terminates on the effective date of a faculty member's separation from employment with the institution. Terminal leaves are beneficial to the institution and its programs since they may provide a means to reallocate positions and other resources from low demand to high demand programs. The President may grant a terminal leave, upon application by the faculty member, in accordance with the following provisions:

- I. Only full-time tenured faculty members at the institution shall be eligible for terminal leave; if awarded, such a leave shall be with full pay for a period not to exceed twelve months, or with half pay for a period not to exceed twenty-four months.
- II. A faculty member, while on terminal leave, shall:
  - A. remain an employee of his or her institution, and be subject to all policies of the Board of Regents and the institution;
  - B. receive the salary which would have been accorded had he or she remained at the institution;
  - C. retain eligibility for all benefits normally associated with full-time (or, where applicable, half-time) employment, with the exception of annual leave; and
  - D. not be required to perform duties of any kind during the period of leave unless otherwise stipulated.
- III. The faculty member shall agree, in writing, to the conditions of the leave, waiving all claims arising out of her or his employment, other than those specified in II.C., and also waiving all claims to subsequent employment at the institution.
- IV. Each institution shall develop procedures for implementation of this policy. These procedures shall be filed with the Chancellor.

Replacement for: BOT VII-G.6

**TOWSON UNIVERSITY POLICY ON TRANSITIONAL LEAVE FOR FACULTY**

Policy II.210 of the Bylaws, Policies and Procedures of the Board of Regents, University System of Maryland, provides for transitional leave and requires that each constituent institution adopt procedures to implement the policy. The procedures for transitional leave are set forth below.

**A. DEFINITION AND PURPOSE**

Transitional leave is defined as "leave of absence with pay extending over a period which terminates on the effective date of a faculty member's separation from employment with the institution." The purpose of transitional leave shall be to allow the institution to reallocate academic positions and/or resources from programs of low demand to programs of high demand. Transitional leave is an institutional prerogative.

**B. ELIGIBILITY**

1. Only full-time, tenured faculty members are eligible.
2. The President may grant transitional leave upon application of the faculty member.

**C. APPLICATION**

1. A faculty member shall make application to the department chairperson requesting transitional leave. The application shall contain the reasons for the request consistent with the purposes of transitional leave. The application shall be submitted to the department chairperson on or before the second Friday in October of the year preceding the academic year in which the leave will begin.
2. A faculty member must have at least 10 years of service to Towson University.
3. The department chairperson shall forward the application to the dean of the college with a letter supporting or opposing the request. The letter shall address whether the request for leave is consistent with the purpose of this Policy and should include consideration of the following: whether the position will be used to meet current or increased enrollment demand, to add a new departmental program or augment areas of specialization within the department and/or whether the leave will result in the reallocation of resources for priority academic or administrative purposes within the University. In addition, the letter shall set forth any other conditions related to the leave. The chairperson's letter shall be submitted to the dean on or before the first Friday in November of the year preceding the academic year in which the leave will begin.

4. The dean of the college shall forward the application to the Provost with the department chairperson's recommendation and a letter setting forth reasons for either supporting or opposing the request and its rationale. The dean's letter shall be submitted to the Provost on or before the first Friday in December of the year preceding the academic year in which the leave will begin.
5. For multiple recommendations from a department, the chairperson will rank order the requests. For multiple recommendations from a college, the dean will rank order. All information will be made available to the Provost before recommendations are made to the President.
6. The Provost shall review the application and all related correspondence and make a recommendation to the President.
7. The President shall notify the faculty member in writing of the decision on the request no later than the first Friday in March. An approved request shall be accompanied by a letter of agreement specifying the conditions of the leave. The President's decision is final.

D. TERM

The duration of transitional leave is at the discretion of the President, within the guidelines of Board of Regents's Policy II-2.10. The period of transitional leave, however, shall be reduced by the number of days of accumulated earned leave, other than sick leave, existing as of the date the period of transitional leave commences.

E. CONDITIONS OF LEAVE

A faculty member while on transitional leave shall:

1. remain an employee of the University and be subject to all policies of the Board of Regents and the University;
2. receive the salary which would have been accorded had the faculty member remained at the University;
3. retain eligibility for all benefits normally associated with full-time (or where applicable, half-time) employment, with the exception of annual leave;
4. agree in writing to the conditions of the leave, waiving all claims arising out of employment other than those specified in E.3 and also waiving all claims to subsequent employment at the University; and

5. not be required to perform duties of any kind during the period of leave unless otherwise stipulated.

Approved by the President  
9/21/98

**TOWSON UNIVERSITY POLICY ON THE  
USE OF THE UNIVERSITY'S NAME BY MEMBERS OF THE FACULTY**

Members of the faculty are encouraged to use the name of the University and official University stationery when representing the University in an official capacity. Faculty members may also publicly use their affiliation with the University in order to identify themselves. The University, however, does not wish to be identified with projects in which it has no official participation. Members of the faculty may not use the University name if such use can, in any way, be construed as implying University endorsement of any project, product, or service when such projects, products, or services are privately sponsored.

Approved by the Vice President for Institutional Advancement  
7/12/91

## **TOWSON UNIVERSITY WEAPONS POLICY**

The wearing, carrying, or transporting of a handgun is not permitted on property owned by or under the control of Towson University or during participation in off-campus activities sponsored by Towson University.

Nothing in this policy shall prevent the wearing, carrying, or transporting of a handgun by law enforcement personnel of the United States, or of this State or of any county or city of this State or sheriffs and temporary or full-time sheriffs provided that any such person is authorized to wear, carry, or transport the weapon as part of his/her official equipment. In this instance, the law enforcement officer shall advise the Chief of the University Police of his/her course enrollment and adhere to any conditions the Chief deems reasonable regarding the carrying, wearing, or transporting of a handgun.

Each semester it shall be the responsibility of the Chief of the University Police to inform the students' instructors of the terms and conditions under which a student may carry, wear, or transport a handgun on campus and into a class. Notice to the instructor shall be given in writing. Instructors having questions about the terms and conditions shall contact the Chief of Police, not the student, for clarification.

Any member of the University community who violates this policy shall be subject to appropriate disciplinary action up to and including dismissal from the University.

Approved by the Council of Deans  
7/2/91

Approved by the President's Staff  
7/8/91

**Plus/Minus Grading System**

(4.00 scale, semester system) Effective September, 1998

Note: This grading system applies to all undergraduate students when implemented in fall, 1998 and cannot be applied retroactively to grades earned or recorded, including incomplete (I) grades or contested grades, before fall, 1998. Faculty may use any or all of the grades within the new plus-minus grading scheme. Faculty should spell out in their course syllabi, the grading scheme to be used.

Grade	Quality Points Per Credit Hour
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
F	0.00
FX	0.00

**Quality Point Averages**

The semester Quality Point Average (QPA) is computed in a three-part process: First, multiply the credit hours for each course taken in a semester by the quality points assigned to be grade earned in each course (see above). Second, total the credit hours and quality points for all courses taken in the semester. Third, divide the total number of quality points by the total number of quality hours to find the QPA.

**Minimum Standards for Good Academic Standing and Major/Minor Requirements:**

All published requirements for good academic standing and major/minor requirements would no longer use the letter AC $\equiv$  grade, with the 2.00 as the minimum standard being used in its place.

**Minimum Standards for GenEd requirements:**

In the case of courses taken to fulfill GenEd requirements, a 1.00 will be used in place of the AD $\equiv$  grade as the minimum standard, with the exception of GenEd Subcategories. I.A. and I.D. which will use a minimum 2.00 in place of the letter AC $\equiv$  grade.

Approved by University Senate  
12/1/98

