Faculty Handbook

2020-2021

Introduction

The Towson University *Faculty Handbook* presents important policies and procedures that faculty need to know. However, the *Faculty Handbook* does not amend, supplement, or constitute any part of the employment contract of any university employee. All provisions in the *Faculty Handbook* are subject to change at any time. Such changes will be made in accordance with all applicable established procedures.

Table of Contents

Chapter 1: Towson University Mission and Strategic Plan

I. Towson University Mission and Strategic Plan..... 9

Chapter 2: The University System of Maryland (USM) and Towson University (TU) Governance Structures

I. Governance of the University System of Maryland.....10
II. Policy on Shared Governance in the University System of Maryland (USM I-6.00).....10
III. Organization of Towson University/ Organizational Charts. 10
IV. Responsibilities of the Deans. 10
V. Academic Department Chairpersons' Roles and Responsibilities (TU 03-11.00)..... 10
VI. Constitution of the Council of University System Faculty (USM I-2.00)..... 10
VII. Policy on the Role of Faculty in Development of Academic Policy (USM II-3.00) **11**
VIII. The University Senate. **11**
IX. AAUP/Faculty Association Grievance & Mediation Committee..... **11**

Chapter 3: Faculty: Appointment, Rank, and Tenure; and Workload

I. Towson University Policy on Appointment, Rank and Tenure of Faculty (TU 02-01.00)..... 12
II. Policy on Appointment, Rank and Tenure of Faculty (USM II-1.00)..... 12
III. Towson University Comprehensive Faculty Workload Guidelines. 12
IV. Policy on Faculty Workload and Responsibilities (USM II-1.25)..... 12
V. Policy on the Employment of Adjunct Faculty (TU 02-01.07) 12

i. Procedures for Promotion of Adjunct Faculty. 12

VI. Academic Department Chairpersons' Roles and Responsibilities (TU 03-11.00) 12
VII. Policy for Clinical Faculty Evaluation, Reappointment, Promotion and Merit (TU 02-01.08) 12
VIII. Policy on the Employment of Lecturers (TU 02-01.05) 13

Chapter 4: Faculty Leave Policies and Procedures

I. Policy on Annual Leave for Faculty (USM II-2.40) 14
II. Policy on Sick Leave for Faculty Members (USM II-2.30) 14
III. Policy on Family and Medical Leave for Faculty (USM II-2.31) 14
IV. Policy on Parental Leave and Other Supports for Faculty (USM II-2.25) 14
V. TU Policy on Leave Without Pay for Faculty (TU 02-2.20) 14

i. Implementing Procedures for TU Policy on Leave Without Pay for Faculty 14

ii. Application for Faculty Leave of Absence Without Pay 14

VI. Policy on Sabbatical Leave (TU 02-02.00) 14

i. Implementing Procedures for TU Policy on Sabbatical Leave. 14

ii. Sabbatical Leave Application. 15

VII. Policy on Transitional Terminal Leave for Faculty (TU 02-02.10) 15
VIII. Policy on Jury Service for Faculty Members (USM II-2.50) 15

Chapter 5: Additional Faculty Benefits

I. Policy on Compensation of Faculty (USM II-1.21) 16
II. Towson University Policy on Outside Employment, Outside Professional Services, Outside Teaching and Offload/Overload Teaching by Full-Time Faculty (TU 02-03.20) 16

i. TU Full-Time Faculty Outside Employment, Outside Professional Services, Outside Teaching, and Offload/Overload Teaching Form 16

III. TU Benefits Package for Faculty. 16
IV. Policy on Tuition Remission and Tuition Reimbursement for Regular and Retired Nonexempt and Exempt Staff and Faculty Employees of the University System of Maryland (USM VII-4.10) 19
V. Policy on Tuition Remission for Spouses and Dependent Children of USM Employees and Retirees 19 (USM VII-4.20) .....
VI. Policy on Salary Advances for USM Employees (USM VII-4.30) 19
VII. Policy on Payment of Moving Expenses (USM VIII-16.00) 19

Chapter 6: Separation

I. Termination of Tenure or Tenure-Track Faculty Procedures (located within the Towson University Policy on Appointment, Rank and Tenure of Faculty, TU 02-01.00) 20
II. Procedures for Appeals to University System of Maryland **(USM)** Board of Regents of Decision to Terminate Tenured or Tenure-Track Faculty Members (USM II-1.04)..... 20
III. Towson University Retrenchment Policy and Procedures. 20

Chapter 7: Policies and Procedures for the Classroom

I. Academic Affairs' Procedures on Instructional Space. 32
II. Towson University Policy on the Sale to Students of Instructional Materials from which a Faculty Member May Earn Monetary Gain (TU 03-10.01)..... 32
III. Copyright Resource Center/Cook Library Reserve Guidelines. 32
IV. Towson University Guidelines on Double Sections. 33
V. Towson University Guidelines on Team Teaching..... 33
VI. Faculty Members Must Meet Classes. 37
VII. Faculty Absences from Class. 37
VIII. Towson University Policy on Student Class Attendance/ Absence..... 37
IX. Student Class Attendance (Drop/Add) 39
X. Undergraduate Academic Advising..... 39
XI. TU Internship Coordinator Handbook (Faculty/Staff) 39
XII. Accommodations for Students with Disabilities. 39
XIII. Discrimination Policies..... 40

i. Prohibiting Discrimination on the Basis of Race, Color, Religion, Age, National Origin, Sex and Disability (TU 06-01.00) 40

ii. Prohibiting Discrimination on the Basis of Sexual Orientation or Gender Identity Expression (TU 06-01.05) 40

iii. Prohibiting Sexual Harassment (TU 06-01.20) 40

XIV. Student Classroom Expression. 40

XV. Syllabus Guidelines for Best Practices. 40

XVI. Policy Concerning the Scheduling of Academic Assignments on Dates of Religious Observance (USM III-5.10) 41

XVII. Towson University Grades and Grading Policy. 41

XVIII. Policy for Review of Alleged Arbitrary and Capricious Grading (USM III-1.20) 48

XIX. Towson University Policy on Final Examinations. 48

XX. Towson University Faculty and Student Procedures Regarding Emergency Absence or Lateness of Faculty during Final Examinations. 49

XXI. Towson University Policy on the Retention of Final Examinations and Grade Books. 50

XXII. Policy and Procedures on the Disclosure of Student Education Records (TU 03-06.30) 50

XXIII. Policy on Faculty, Student and Institutional Rights and Responsibilities for Academic Integrity (USM 111-1.00) 50

XXIV. Student Academic Integrity Policy (TU 03-01.00) 50

XXV. University-Sponsored Field Trips. 50

XXVI. Towson University Policy for the Care of and Use of Vertebrate Animals. 55

XXVII. Towson University Policy on Notice to Students on Use of Animals in Instruction. 61

XXVIII. Academic Affairs Guidelines to Address Student Complaints. 61

Chapter 8: Additional Faculty Policies

I. Policy on Professional Commitment of Faculty (USM II-3.10) 62

II. USM Policy on the Regents Professorship (USM II-1.30) 62

III. USM Policy on Classified and Proprietary Work (USM IV-2.20) 62

IV. Towson University Policy on the Use of the University's Name by Members of the Faculty..... 62
V. Commencements, Convocations, and Faculty Meetings..... 62
VI. Towson University Policy on Named Chairs and Professorships 62

Chapter 9: Faculty Development, Grants, and Sponsored Research

I. Policies and Procedures of the TU Faculty Development and Research Committee..... 63
II. Office of Sponsored Programs and Research. 66
III. Policy on Solicitations and Acceptance of Sponsored Projects (USM IV-2.00)..... 67
IV. Office of Sponsored Programs and Research: Grant Management Guidelines. 67
V. Policy on Human Subjects of Research (USM IV-2.10).....67
VI. Policy on Patents (USM IV-3.00) 67
VII. Towson University Policy on Intellectual Property (TU 04-03.20) 67
VIII. Procedures on Conflict of Interest for Faculty Interested in Sponsored Research or Development. 67
IX. Policy on Misconduct in Scholarly Work (USM III-1.10) 67
X. Towson University Policies and Procedures for Inquiries and Investigations Concerning Allegations of Scholarly Misconduct..... 67

Chapter 10: Related University Policies

I. Rights and Responsibilities of Members of the TU Community. .76
II. Academic Freedom. 82
III. Professional Ethics..... 82
IV. Consensual Relations with Students (TU 07-06.30) 83

V. Employment of Members of the Same Family/Household and Consensual Amorous Relationships (Nepotism) (TU 07-02.10) 83
VI. Policy on Campus Ministries (TU 06-07.00).....83
VII. Policy on Sexual Misconduct (TU 06-01.60) 83
VIII. Towson University Information Technology Policies. 84
IX. Policy on Acts of Violence and Extremism (USM VI-1.10) 84
X. Policy on Threats and Violence (TU 06-01.10) 84
XI. Weapons Prohibited (TU 06-01.11)..... 84
XII. Disruptive Student Enrolled in a Class. 84
XIII. Policy on Emergency Conditions: Cancellation of Classes and Release of Employees (USM VI-12.00) 84
XIV. Towson University Policy on External Use of the University's Name. 84
XV. Towson University Policy on Publications, Marketing and Communications. 88
XVI. Towson University Policy on Non-Credit Activities.....89
XVII. Towson University Policy on Solicitation of Advertising. 93
XVIII. Collections and Donations. 94
XIX. Towson University Policy on Fundraising, Gifts, Voluntary Support, and Grants. 94
XX. Gift Acceptance Guidelines for Faculty. 95
XXI. Towson University Policy on the Preservation of Items of Historical Interest. 9**5**
XXII. Policy on Substance Abuse for Faculty, Staff, and Students (TU 07-01.10) 96
XXIII. Smoke Free Campus Policy (TU 06-14.00) 97
XXIV. Towson University Policy on Gambling and Raffling..... 97
XXV. Procedures for Reporting Suspected or Known Fiscal Irregularities (TU 08-07.10)..... 97
XXVI. Policy on the Reporting of Suspected Child Abuse and Neglect (TU 06-01.50) 97

Chapter 1
Towson University Mission and Strategic Plan

Section I. Towson University Mission and Strategic Plan

http://www.towson.edu/about/mission/index.html

Chapter 2
The University System of Maryland (USM) and Towson University (TU) Governance Structures

---

Section I. **Governance of the University System of Maryland**
http://www.usmd.edu/regents/
http://www.usmd.edu/usm/

Section II. **Policy on Shared Governance in the University System of Maryland (USM 1-6.00)**
http://www.usmd.edu/regents/bylaws/Sectionl/l600.html

Section III. **Organization of Towson University/Organizational Charts**

Executive Division:
http://www.towson.edu/about/administration/index.html
(link to document titled "Executive Division Organizational Chart")

Administrative Divisions of the University:
http://www.towson.edu/about/administration/divisions.html

Office of the Provost:
http://www.towson.edu/provost/staff.html
(listed under "Organizational Charts")

Section IV. **Responsibilities of the Deans**
http://www.towson.edu/provost/academicresources/index.html
(listed under "Other Procedures & Guidelines")

Section V. **Academic Department Chairpersons' Roles and Responsibilities (TU 03-11.00)**
https://inside.towson.edu/generalcampus/tupolicies/documents/03-11.00%20Academic%20Department%20Chairpersons%20Roles%20and%20Responsibilities.pdf

Section VI. **Constitution of the Council of University System Faculty (USM 1-2.00)**
http://www.usmd.edu/regents/bylaws/Sectionl/l200.html

Section VII. **Policy on Role of Faculty in the Development of Academic Policy (USM II 3.00)**
http://www.usmd.edu/regents/bylaws/Section1I/II300.html

Section VIII. **The University Senate**
http://www.towson.edu/about/administration/senate/

Section IX. **AAUP/Faculty Association Grievance & Mediation Committee**
https://www.towson.edu/about/administration/senate/committees/aaup.html

http://www.towson.edu/aaup

https://www.towson.edu/aaup/documents/aaup bylaws.pd£

Chapter 3
Faculty: Appointment, Rank and Tenure; and Workload

Section I. **Towson University Policy on Appointment, Rank and Tenure of Faculty (TU 02-01.00)**
https://inside.towson.edu/generalcampus/tupolicies/documents/02-01.00%20Towson%20University%20Policy%20on %20Appointment,%20Rank%20and %20Tenure%20of%20Faculty%201.pdf

Section II. **Policy on Appointment, Rank and Tenure of Faculty (USM 11-1.00)**
http://www.usmd.edu/regents/bylaws/Section1I/II100.pdf

Section III. **Towson University Comprehensive Faculty Workload Guidelines**
http://www.towson.edu/provost/academicresources/documents/faculty workload guidelines.pdf

Section IV. **Policy on Faculty Workload and Responsibilities (USM 11-1.25)**
http://www.usmd.edu/regents/bylaws/Section1I/II125.html

Section V. **Policy on the Employment of Adjunct Faculty (TU 02-01.07)**
https://inside.towson.edu/generalcampus/tupolicies/documents/02-01.07%20%20Employment%20of%20Adjunct%20Faculty.pdf?170621112935-0400

i. **Procedures for Promotion of Adjunct Faculty**
https://www .towson.edu/about/administration/policies/documents/procedures/procedures-for-promotion-of-adjunct-faculty-8-9-2018.pdf

Section VI. **Academic Department Chairpersons' Roles and Responsibilities (TU 03-11.00)**
https://inside.towson.edu/ generalcampus/tupolicies/documents/ 03-11. 00%20Academic%20Department%20Chairpersons%20Roles%20and%20Responsibilities.pdf

Section VII. Policy for Clinical Faculty Evaluation, Reappointment, Promotion and Merit (TU 02-01.08)
https://inside.towson.edu/ generalcampus/tupolicies/documents/ 02-01.08%20Policy%20for%20Clinical%20Faculty%20Evaluation,%20Reappointment,%20Promotion %20and %20Merit.pdf

Section VIII. Policy on the Employment of Lecturers (TU 02-01.05)
https://inside.towson.edu/ generalcampus/tupolicies/documents/ 02-01.05 %20Policy%20on%20the%20Employment%20of%20Lecturers.pd£

Chapter 4
Faculty Leave Policies and Procedures

Section I. **Policy on Annual Leave for Faculty (USM 11-2.40)**
http://www.usmd.edu/regents/bylaws/Section1I/II240.html

Section II. **USM Policy on Sick Leave for Faculty Members (USM 11-2.30)**
http://www.usmd.edu/regents/bylaws/Section1I/II230.pdf

Section III. **Policy on Family and Medical Leave for Faculty (USM 11-2.31)**
http://www.usmd.edu/regents/bylaws/SectionII/II231.html

Section IV. **Policy on Parental Leave and Other Supports for Faculty (USM 11-2.25)**
http://www.usmd.edu/regents/bylaws/Section1I/II225.pdf

Section V. **Policy on Leave without Pay for Faculty (TU 02-02.20)**
https://inside.towson.edu/generalcampus/tupolicies/documents/02-02.20%20Policy%20on%20Leave%20Without%20Pay%20for%20Faculty.pdf?l 70316084828-0400

i. Implementing Procedures for Towson University Policy on Leave Without Pay for Faculty
https://www .towson.edu/provost/academicresources/documents/faculty leave without pay procedures 2017.pdf

ii. **Application for Faculty Leave of Absence Without Pay**
https://inside.towson.edu/GeneralCampus/FormsReposi tory/Forms/Application%20for%20Faculty%20Leave%20of%20Absence%20wit hout%20Pay.docx

Section VI. **Policy on Sabbatical Leave (TU 02-02.00)**
https://www.towson.edu/about/administration/policies/documents/policies/02-02-00-policy-on-sabbatical-leave.pdf

i. Implementing Procedures for Towson University Policy on Sabbatical Leave
https://www.towson.edu/provost/academicresources/documents/implementing procedures for tu policy on sabbatical leave.pd£

ii. Sabbatical Leave Application
https://inside.towson.edu/generalcampus/formsrepository/output.cfm
(Login to Forms Repository and then go to the 'Office of the Provost Forms' section)

Section VIL **Policy on Transitional Terminal Leave for Faculty (TU 02-02.10)**
https://inside.towson.edu/generalcampus/tupolicies/documents/02-02.10%20Policy%20on%20Transitional%20Terminal %20Leave%20for%20Faculty.pdf

Section VIII. **Policy on Jury Service for Faculty Members (USM 11-2.50)**
http://www.usmd.edu/regents/bylaws/Sectionll/11250.html

Chapter *5*
Additional Faculty Benefits

Section I. Policy on Compensation for Faculty (USM 11-1.21)

http://www.usmd.edu/regents/bylaws/Section1I/II121.pdf

Section II. Towson University Policy on Outside Employment, Outside Professional Services, Outside Teaching, and Offload/Overload Teaching by Full-Time Faculty (TU 02-03.20)

https://inside.towson.edu/generalcampus/tupolicies/documents/02-03.20%20Outside%20Employment,%20Outside%20Professional%20Services.pdf

i. **TU Full-Time Faculty Outside Employment, Outside Professional Services, Outside Teaching, And Offload/Overload Teaching Form**

http://www.towson.ed u/provost/academicresources/documen ts/9-19-16 outside employment outside professional services form.docx

Section III. Towson University Benefits Package for Faculty

We are pleased you are considering employment with Towson University (TU). Here is a summary of the benefits currently offered by Towson University for regular, full-time (1.0 FTE) 10-month faculty employees. Regular part-time (less than 1.0 FTE) faculty employees are eligible for certain benefits on a pro-rated basis. Please contact the Office of Human Resources, Benefits Unit (410-704-6018) if you have any questions.

BENEFITS SUMMARY

A complete benefits summary for Regular Faculty can be accessed here:

https://www.towson.edu/hr/documents/faculty benefits summary.pdf

A complete benefits summary for Lecturers can be accessed here:

https://www.towson.edu/hr/documents/lecturers benefits summary.pdf

INSURANCE OPTIONS

Health benefits are available through the State of Maryland Employee Benefits Division. Disability and life insurance benefits are offered through the University System of Maryland. Benefits are elected at the time of hire and remain in effect throughout the calendar year unless there is a qualifying event (i.e., marriage, divorce, birth, adoption) during the plan year. Changes to benefits can also be made during the annual fall open enrollment which become effective January 1 of the following year.
Information about the specific health benefits options can be found on the Office of Human Resources website: http://www.towson.edu/hr/current/benefits/health.html.

TUITION REMISSION

Tuition Remission benefits information can be accessed online at

http://www.towson.edu/hr/documents/tuition remission chart.pd f.

Additional information can also be found at
http://www.towson.edu/hr/current/benefits/tuition.html

LEAVE INFORMATION & SUMMARY

General Leave information can be accessed online at
http://www.towson.edu/hr/current/timekeeping.html

Information on Regular Faculty Sick Leave, including Creditable Sick Leave and Collegially Supported Sick, as well as Holidays and other leave types can be found online at

https://www.towson.edu/hr/documents/faculty leave_summary.pdf

Information on Lecturers Sick Leave, including Creditable Sick Leave and Collegially Supported Sick, as well as Holidays and other leave types can be found online at
https://www.towson.edu/hr/documents/lecturer leave summary.pdf

PAY AND DIRECT DEPOSIT

Payments are issued bi-weekly on Wednesdays for the two-week pay period that ended the week prior to payday. Employees are strongly encouraged to have paychecks automatically deposited into either their bank or credit union account at no charge.

Further Information regarding the pay periods and direct deposits can be found on the Payroll website at https://www.towson.edu/financialservices/payroll/

ADDITIONAL BENEFITS

Additional benefits offered to faculty including various discount programs, athletic events discounts, Blood Assurance Program, Cook Library Services, and credit union membership can be found online at

http://www.towson.edu/hr/current/benefits/

WORKER'S COMPENSATION

Workers' Compensation/Accident Leave may be available to employees who suffer a work-related illness or injury. Information regarding the policy on Accident Leave can accessed here:

https://inside.towson.edu/generalcampus/tupolicies/documents/07-07.40%20Accident%20Leave.pdf

Further information can also be found in the Office of Human Resources' Work Related Injuries document
http://www.towson.edu/hr/documents/first report of injury.pdf

WELLNESS PROGRAM

Faculty and staff who enroll in a medical plan are encouraged to participate in the State of Maryland Wellness Program to either stay healthy or get healthy and to enjoy wellness rewards and lower medical plan premiums. For further information, please visit http://www.towson.edu/hr/current/benefits/health.html under the "Wellness Program" section.

UNIVERSITY STORE DISCOUNT

Employees are eligible to receive a 10% discount toward the purchase of many items in our University Store.

PARKING

Regular, full time faculty and staff, contingent faculty, Emeritus faculty, retired staff, partner company employees, temporary employees and volunteers are eligible to purchase Faculty/Staff permits. Permits are valid in all Faculty/Staff and Overflow areas at all times and Commuter areas after 3:00 p.m. Permits are not valid in General Services or Public Safety parking areas. For additional parking information, please visit https://www.towson.edu/parking/facultystaff/permits.html.

SOCIAL SECURITY

Please visit the Social Security website (https://www.ssa.gov/) to explore the many tools and resources available. You can apply for benefits online, visit their frequently asked questions page, utilize a variety of calculators to help you plan for the future, and more.

RETIREMENT

Information about the retirement process and retirement benefits, including details about the Maryland State Retirement & Pension System (Pension Plan), Optional Retirement Program (ORP), health benefits, social security, and tuition remission can be found on the Office of Human Resources website:

http://www.towson.edu/hr/retirees.html

This is meant to be a summary of the benefit programs available to regular full-time (1.0 FTE) faculty employees at Towson University. Whenever conflicts occur between these summaries and the contracts, rules, regulations, or laws governing the

administration of the various programs, the terms and conditions set forth in the various program contracts, rules, regulations, or laws shall prevail

Section IV. **Policy on Tuition Remission and Tuition Reimbursement for Regular and Retired Non exempt and Exempt Staff and Faculty Employees of the University System of Maryland (USM VII-4.10)**
http://www.usmd.edu/regents/bylaws/SectionVII/VII410.pdf

Section V. **Policy on Tuition Remission for Spouses and Dependent Children of USM Employees and Retirees (USM VII-4.20)**
http://www.usmd.edu/regents/bylaws/SectionVII/VII420.pdf

Section VI. **Policy on Salary Advances for USM Employees (USM VII-4.30)**
http://www.usmd.edu/regents/bylaws/SectionVII/VII430.pdf

Section VII. **Policy on Payment of Moving Expenses (USM VIII-16.00)**
http://www.usmd.edu/regents/bylaws/SectionVIII/VIII1600 .pdf

Chapter 6
Separation

Section I. **Termination of Tenure or Tenure-Track Faculty Procedures**
(found within the Towson University Policy on Appointment, Rank and Tenure of Faculty, TU 02-01.00)
https://inside.towson.edu/generalcampus/tupolicies/documents/02-01.00%20Towson%20University%20Policy%20on %20Appointment,%20Rank%20and %20Tenure%20of%20Faculty%201.pdf

Section II. **Policy on Procedures for Appeals to University System of Maryland (USM) Board of Regents of Decisions to Terminate Tenured or Tenure-Track Faculty Members (USM 11-1.04)**
http://www.usmd.edu/regents/bylaws/Section1I/II104.pdf

Section III. **Towson University Retrenchment Policy and Procedures**

A. Preamble

The University System of Maryland (USM) Board of Regents Policy on Faculty Retrenchment, II-8.00 (hereafter known as "the Policy") requires that the University make optimal use of its faculty resources which may require that the University reallocate and/or reassign faculty for various reasons including, but not limited to, shifting enrollment patterns, changing program directions and restricted funding. The Policy further provides that if faculty reassignment and/or reallocation are inadequate to effectuate optimal use of faculty, the University may terminate the appointment of tenure-track or tenured faculty members (Faculty Retrenchment). Faculty Retrenchment, however, is but one option among several to make optimal use of faculty resources; accordingly, Faculty Retrenchment will be implemented only after other options are considered and found by the president to be inadequate.

To comply with Board of Regents Policy on Faculty Retrenchment, the University adopts the following retrenchment procedures. To the extent that the University's internal governing procedures conflict with these retrenchment procedures, these retrenchment procedures shall prevail.

B. Definitions

1. Faculty retrenchment

The termination of a faculty appointment as authorized in the November 29, 1990 USM Board of Regents' "II-8.0 Policy on Faculty Retrenchment."

2. Restricted funding

a. the lack of appropriations or other funds with which to support the appointment as set forth in the USM Policy on Appointment, Rank and Tenure, Section I.C.9 or

b. such other meaning set forth in corresponding sections of earlier faculty appointment agreements still in effect.

3. Retrenchment unit

The Retrenchment Unit is the college or academic department.

C. Application

These retrenchment procedures apply to appointments to the ranks identified or permitted in the USM policy on the Appointment, Rank and Tenure of Faculty, (Section 11.1.00) of the USM by-Laws, Policies and Procedures of the Board of Regents, as amended from time to time.

These retrenchment procedures are in addition to and in limitation of (1) USM and University policies and procedures on faculty appointment, and (2) USM and University policies and academic program review.

D. Authority of the President

The president has sole authority, subject to the Board of Regents' authority, to initiate retrenchment. The president shall initiate retrenchment when the president determines that retrenchment is necessary, consistent with USM and Towson University policies on Appointment, Rank and Tenure. In addition to the recommendations of the Faculty Retrenchment Committee established under Paragraph E of this policy, the president may seek the advice of any individual, group or office. The president may adopt recommendations of the Faculty Retrenchment Committee, adopt them with modifications or reject and make substitutions for them.

The president shall have the right to adjust any schedule referenced in these retrenchment procedures except for those pertaining to the notice for termination and to the appeal process. Effort will be made to give advance

notice of any such adjustment. Failure to comply with such schedules shall not be grounds for appeal under these retrenchment procedures.

E. Retrenchment Committee

There shall be a Faculty Retrenchment Committee consisting of one tenured faculty representative from each college, and two, at large, non-tenured faculty members. The tenured and non-tenured faculty shall serve staggered terms of three years. One-half of the faculty representatives shall be elected and one-half shall be appointed by the president from nominations made by the Executive Committee of the University Senate. After three years an elected faculty seat shall rotate on an appointed faculty seat and vice versa. The Chairperson of the University Senate shall be responsible for establishing the staggered terms and for supervising the alternation of elected and appointed terms. If faculty decline to elect faculty members in a timely manner, or if faculty decline to serve, the president shall appoint the committee members required to serve, including non-faculty members, if necessary.

The following persons shall serve on the Committee: the provost, Senior Vice President and Chief Fiscal Officer, and the Associate Vice President for Academic Programs. Ex officio, non-voting members shall be the Fair Practices Officer, the Associate Director of Institutional Research, Enrollment Management, & Planning, and the President of the AAUP Faculty Association. The chairperson shall be a faculty representative.

F. Basis for Retrenchment

USM Policy on Appointment, Rank and Tenure of Faculty provides that faculty may be retrenched because of the discontinuance of the department, program, college, school or unit in which the appointment was made, or because of the lack of appropriations or other funds with which to support the appointment. The president has the sole authority within the University, subject to Board of Regents' authority, to initiate retrenchment. The president shall initiate the faculty retrenchment process when the president determines that retrenchment is necessary, consistent with USM and University policies on Appointment, Rank and Tenure. Faculty retrenchment may be required for programmatic and/or budgetary reasons.

Program review is part of routine institutional planning. While such review may be motivated, in part, by financial considerations, review normally occurs as part of ongoing management of the University. Resulting program eliminations provide a basis for faculty terminations without the necessity of showing a lack of appropriations.

Where lack of appropriations or other funds with which to support the appointment is the basis for faculty retrenchment, the retrenchment plan may take into consideration non-financial factors, including institutional mission, long-range educational planning and may call for program reductions, and/or program eliminations. A lack of appropriations exists when, in the president's judgment, there is a fiscal crisis that threatens or endangers the University's ability to carry out its mission as defined in its most recently approved mission statement, and the termination of tenured or tenure track faculty will be less detrimental to the University's ability to fulfill its mission than other forms of budgetary curtailment available to the University.

The President's determination that a fiscal crisis exists is subject to the Board of Regents' review. In the event the Board reviews the president's determination, the president shall provide the Board supporting documentation. The Board may receive comments from the president, representatives of faculty, campus governance bodies, and other interested persons.

G. Retrenchment Committee Duties and Responsibilities

The Faculty Retrenchment Committee shall be responsible for advising the president on matters relating to retrenchment. The president may direct the Retrenchment Committee to gather specific information related to retrenchment and to make recommendations regarding the necessity for retrenchment and, when necessary, to recommend a retrenchment plan. The Retrenchment Committee may also investigate and recommend reasonable alternatives to retrenchment.

H. Initiation of Retrenchment

Where circumstances warrant, the president will charge the Faculty Retrenchment Committee to consider management strategies, including retrenchment. The president's charge shall set forth the specific circumstances which may warrant retrenchment. If possible, retrenchment proceedings should take place during the academic year.

1. Information to be made available to the Retrenchment Committee

Annually each department shall prepare and/or update the "Indicators of Academic Program Cost and Productivity" report and submit it to the Retrenchment Committee. The information in this report shall include but not be limited to:

a. Credit hour production (CHP) by discipline;

b. Number of majors by discipline;

c. Number of graduates by discipline;

d. Percentage of CHP generated by tenure/tenure-track faculty by level;

e. Staffing patterns (full-time, part-time) by discipline

f. Non-instructional productivity including scholarship and service activities.

The Vice President and Chief Fiscal Officer will furnish the committee information on the current budge, the budge in preparation (current year plus one), and the budget in CPS (current year plus two). The Retrenchment Committee may meet yearly to review the above information.

In a situation of possible retrenchment, the Faculty Retrenchment Committee will advise the president regarding deployment of resources. If, in the committee's opinion, management strategies short of retrenchment are sufficient to address the problem, then the Committee shall submit these management strategies in a report to the president. If other management strategies are insufficient to solve the problem in the opinion of the president, the committee shall proceed to make recommendations concerning retrenchment. Deliberations of the Committee shall be confidential, to the extent permitted by law, expect insofar as information and recommendations must be shared with individuals and groups involved in the retrenchment process.

The Committee's retrenchment plan will make every reasonable effort not to eliminate programs, departments or curricular concentrations in response to cyclical or short-term variations of enrollment or budget. However, in response to anticipated long-term or structural changes, the committee may consider strategic cuts, including a significant reduction or elimination of departments.

2. Retrenchment due to enrollment decline or program elimination

   Where there is enrollment decline, specific to a program or department, or where, as a result of a program review (whether internal or external), programs are identified for elimination, the Committee may recommend reduction or elimination of those specific departments.

3. Retrenchment due to restricted funding

   Where there is restricted funding, the Committee shall consider all colleges, departments, and programs for possible reduction or elimination.

4. Committee recommendations

The Committee shall submit its recommendations and retrenchment plan to the president in the time specified by the University. In the event the Committee recommends reduction or elimination of specific departments, the Committee will advise those departments in which the programs are located at the time the Committee submits its recommendations to the president. Chairpersons and faculty in departments recommended for retrenchment shall have the opportunity to make written responses. The president shall set a timetable for filing of such responses.

The president shall distribute the retrenchment recommendations and plan to the Provost, the Chairperson for the University Senate and the President of the AAUP/Faculty Association with a specific timeline for response. The Provost shall call a special session of the Provost's Council to discuss the recommendation and plan. The Provost shall then advise the president of any additional recommendations and/or modifications to the plan suggested by the Provost and/or the Provost's Council. Both the Chairperson of the University Senate and the President of the AAUP/Faculty Association shall also have the opportunity to advise the president of any additional recommendations and/or modifications to the plan. Chairpersons and faculty in departments newly recommended for retrenchment at this stage shall have the opportunity to make written responses, with the president setting a timetable for filing of such responses. The president shall consider any additional recommendations and/or modifications to the plan and shall implement a retrenchment plan as provided in Section A.

I. Confidentiality

To the extent allowed by law, deliberations about specific personnel decisions of any committee shall be confidential.

J. Plan of Retrenchment

The president has final authority regarding the retrenchment plan. If retrenchment is to be implemented, the president shall identify the unit(s) of retrenchment and the order of retrenchment and inform the USM Chancellor of the University's retrenchment plan. The plan must be implemented consistent with the Board of Regents' Policy on Faculty Retrenchment and Sections I.C.9, I.C.10, I.C.12 and I.C.16 or 17 of the 1989 "University System Policy on Appointment, Rank and Tenure of Faculty," relevant sections of the "Towson University Policy on

Appointment, Rank and Tenure of Faculty," and corresponding sections of earlier faculty appointment agreements still in effect.

The president shall report the retrenchment plan to the Faculty Retrenchment Committee, the University Senate, and the University in its entirety in a timely manner. The president's report will explain what steps were taken and how they will solve the existing problem.

1. Order of retrenchment

   The order of retrenchment shall be based on seniority. However, when determining the faculty appointments to be included in the retrenchment unit, the only faculty members to be included are those whose appointments are made within the college or department in which the retrenchment unit is located. The list shall not include faculty members assigned to the retrenchment unit but whose appointment is in another college or department.

   Seniority is defined first in terms of the usual order of termination as described below. Within the individual categories of the usual order of termination, seniority is defined as the length of continuous service at the University since the effective date of the initial full-time faculty appointment; included are approved leaves of absence without pay and sabbatical leave. For faculty who moved from full-time visiting appointments to full-time tenure-track or tenured appointments (with continuous service), seniority shall be calculated from the effective date of the initial full-time visiting appointment.

   The usual order of faculty termination shall be as follows:

   a. Part-time, adjunct, and visiting contractual faculty

   b. Tenure-track faculty

   c. Tenured faculty

   Deviations from the order of termination may be made when the termination of the appointment of a particular faculty member would significantly impede the ability of the institution or retrenchment unit affected by retrenchment to fulfill its mission and goals, or to fulfill commitments under grants and contracts, as determined by the provost.

   The reason and basis for making a decision to deviate from the order of termination shall be documented.

2. Notice of termination

Every reasonable effort shall be made to find faculty members scheduled for retrenchment another suitable position within the University. If such efforts fail, the president shall give written notice of termination to each faculty member whose appointment is to be terminated pursuant to these retrenchment procedures. The termination notice shall include:

a. notification that the appointment is being terminated pursuant to these retrenchment procedures;

b. the applicable notice period;

c. the effective date of termination;

d. a statement that System Administration shall send, for a period of one year, written notice of faculty openings within the system to the last address that the faculty member has on record with the institution;

e. notification of the right of the faculty member to appeal the termination of the appointment and a copy of these retrenchment procedures;

f. if applicable, a statement that deviation was made from the order of termination and the reasons for the deviation.

3. Notification periods

For the purpose of these retrenchment procedures, the applicable termination notice period is determined by the status of the faculty at the time the notice of termination is given.

a. Non-tenure track faculty, as defined in the "University System of Maryland Policy on Appointment, Rank and Tenure of Faculty," shall be given written notice not less than 30 days prior to the date of termination of appointment.

b. Non-tenured, tenure-track faculty shall be given notice of termination not less than one year prior to the date of termination of appointment.

c. Tenured faculty members shall be given notice as set forth in the "University System of Maryland Policy on Appointment, Rank and Tenure of Faculty," Section I.C.9, or corresponding sections of earlier faculty appointment agreements still in effect, as applicable.

Notice of termination shall be effective on the date the notice is mailed by U.S. certified or registered mail, return receipt requested, to the last address that the faculty member to be terminated has on record with Towson University.

For a period of three years following termination of the faculty appointment, the University shall offer to a tenured faculty member whose appointment is terminated pursuant to these retrenchment procedures any new positions with equivalent duties and responsibilities within the retrenchment unit prior to hiring any other person.

K. Exclusions

The procedures and functions of the Retrenchment Committee shall not include authority or control over any of the regular administrative or budgetary functions of the University. However, the Retrenchment Committee may request information on such matters as part of its general process of review and recommendations.

L. Faculty Retrenchment Appeals Procedure

1. Retrenchment Appeals Committee

The Faculty Retrenchment Appeals Committee is mandated by the Board of Regents' "Policy on Faculty Retrenchment" and the "Towson University Faculty Retrenchment Policy," and shall be called into session when a tenured or tenure-track faculty member has his or her faculty appointment terminated due to retrenchment and files and appeal.

The Committee shall consist of: one tenured faculty member from each college with academic departments, and two-non-tenured faculty members. Committee members shall serve three year, staggered terms. One half of the faculty representative shall be elected and one half shall be appointed by the president of the University based on a list of nominees established by the Executive Committee of the University Senate. After three years, an elected slot on the Committee shall rotate to an appointed slot, and vice versa. The Chairperson of the University Senate shall be responsible for setting up the staggered terms, and for supervising the alternation between elected and appointed terms. If the faculty decline to elect faculty members in a timely manner or the faculty decline to serve, the president shall appoint the required number of committee members to serve on the Committee.

2. Appeal procedure

A faculty member whose appointment is terminated under these retrenchment procedures shall have a right to appeal in accordance with these procedures only. No other appeal procedures within Towson University are applicable. However, faculty who believe that the decision to retrench was based on illegal discrimination are encouraged to seek the advice of the University's Fair Practices Officer.

The faculty member must include all grounds for appeal in the written request for appeal.

The filing or consideration of a request for appeal will not alter the effective date of termination of the appointment.

3. Appeal Schedule

a. A written request for appeal must be filed with the president within 10 working days after the effective mailing date of the notice of termination. Working days are defined as Monday through Friday, inclusive, exclusive of holidays recognized by the University.

b. If a faculty member appeals, the committee shall inform the faculty member of the date, time and place of the hearing no later than 10 working days after the president's receipt of the written request for appeal. The Committee must schedule the hearing to occur within 30-45 calendar days after the president's receipt of the appeal.

c. The faculty member must provide to the Committee a statement of facts on which the appeal is based and a list of witnesses and documents to be introduced at the hearing no later than five working days prior to the date of the hearing.

4. Grounds for appeal

The grounds for appeal shall be limited to:

a. error in the application of the order of termination of appointment;

b. procedural error;

c. insufficiency of notice of termination;

d. whether any deviation from the order of termination was made without reasonable grounds; and

e. the termination was otherwise unlawful.

5. Conduct of the hearing

a. The purpose of the hearing is to provide a fair and orderly forum for the presentation of evidence and views and for the questioning of witnesses by the Committee. The faculty member shall have the burden of proof at the hearing.

b. The University will be represented by the Office of the Attorney General or its designee. The faculty member may be represented by legal counsel throughout the appeal proceedings at the faculty member's expense. A representative from the AAUP chapter will be permitted by request of the faculty member or Committee to attend the hearing (including closed sessions, if any) as an observer.

c. The faculty member and the University each may call witnesses and present documentary evidence at the hearing. Each member of the Committee may call and question witnesses and request the presentation of documentary evidence. The formal rules of evidence and of judicial procedure shall not apply to the appeal hearing; however, the Committee may exclude irrelevant or repetitious testimony.

The hearing shall be audio-taped and a copy of the tape shall be made available if requested by the faculty member.

The faculty member's failure to appear at the hearing shall be deemed a voluntary dismissal of the appeal.

The Appeal Committee must make its decision based on the record.

Postponement of the hearing may be granted at the discretion of the Committee upon the written request of the faculty member.

d. Within a reasonable period of time after the hearing, the Committee will meet in private session and discuss the evidence and arguments presented at the hearing. Deliberations of the Committee shall be confidential, to the extent permitted by law. The Committee will then render an

opinion by simple majority vote with a quorum of at least seventy-five percent of members present and voting.

e. The Committee shall within 10 calendar days of the conclusion of the hearing forward its recommendation in writing to the president of the University.

Written minority opinions may also be sent to the president of the University. Although the president shall consider the recommendation of the Committee, the president is not obligated to follow it.

f. Within 10 working days after receipt of the Committee's recommendation, the president shall issue a final decision and mail a copy to the faculty member by U.S. certified or registered mail, return receipt requested.

A decision by the provost to reallocate a vacant position from one department to another or to hold a vacant position vacant or to abolish a position which is vacant is not appealable to the Retrenchment Appeals Committee.

Received and agreement to pass to USM by University Senate, March 4, 1996

Approved for Form and Legal Sufficiency by Attorney General's Office, July 23, 1997

Approved by USM, August 1, 1997

Reviewed and modified by University Counsel for form and legal sufficiency, July, 2005.

Chapter 7
Policies and Procedures for the Classroom

Section I. Academic Affairs' Procedures on Instructional Space

http://www.towson.ed u/provost/academicresources/documen ts/instru ctional space final 05-2016.pdf

Section II. Policy on the Sale to Students of Instructional Materials From Which a Faculty Member May Earn Monetary Gain (TU 03-10.01)

https://inside.towson.edu/ generalcampus/tupolicies/documents/Sale %20Students %20Instruct%20Materials.pdf?170221120531-0500

Section III. Copyright Resource Center/Cook Library Reserve Guidelines

Copyright Resource Center

The University Store's Copyright Resource Center (CRC) with the TU Printing Center produces customized course packets. Students will have the exact material you want them to use. Students may purchase the course packets in the University Store.

Please visit this link for additional information:
http://towsonustore.com/SiteText.aspx?id=30318

Cook Library Course Reserves Guidelines
http://cooklibrary.towson.edu/eres/fac/reservesGuidelines.cfm

Course reserves are for *supplementary* course materials and are not intended to replace student purchase of assigned textbooks, anthologies, course packs, sound recordings, and other materials whenever purchase of these items would be a reasonable expectation for students enrolled in a course.

Current guidelines on fair use as outlined in Sec. 107, Title 17, U.S. Code, can be found by following the link below:

http://cooklibrary.towson.edu/eres/fac/reservesGuidelines.cfm#What %20is%20Fair%20Use

Section IV. Towson University Guidelines on Double Sections

See Office of the Provost website under "Academic Resources:"
https://www.towson.edu/provost/academicresources/documents/tu guidelines double sections.pd£

Section V. 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. White 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 of 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 videotapes, 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 to in a time of diminishing resources, if larger numbers of students may be served by team taught courses, greater economies of 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/she 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 benefits 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 materials 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/her work in the course a full three credits toward the "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 the 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 be effective, it is important that each instructor implement fully various methods of interacting with students and particularly that the presentation time from which each is released by utilized for the direct benefit of the students in the class taught in this format. To insure that this is done, guidelines have been developed. All faculty are to observe these guidelines in team teaching courses. They are required to specify in advance actions they will take to insure that these guidelines are implemented.

A. 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.

B. 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.

C. 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.

D. 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.

E. 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 a minimum 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.

F. 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 limits his/her involvement solely to the 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 ½ 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 full as the more complete effort.

G. 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 experiences or onsite 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 onsite 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. Each faculty member requesting assignment to a team taught course should respond in detail to items A-G on the previous pages 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, December 22, 1975

Revised, July 26, 2005

Section VI. 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.

Section VII. Facuity Absences from Class

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.

Section VIII. Towson University Policy on Student Class Attendance/ Absence

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

B. It is policy of the University to excuse the absences of students for the following reasons:

- Illness or injury when the student is unable to attend class;
- Religious observance where the nature of the observance prevents the student from attending class;
- Participation in University activities at the request of University authorities (e.g., Intercollegiate Athletics, Forensics Team, Dance company, etc.);
- Compelling verifiable circumstances beyond the control of the student.

Students requesting 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.

C. Absences that do not fall into any of the categories outlined in item Bare unexcused. Faculty may set a limit on the number of unexcused absences.

D. 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 (e.g., science lab), the faculty member should attempt to make a reasonable adjustment of the assignment.

Approved by University Senate, October 6, 1997

Section IX. Student Class Attendance (Drop/Add)

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 Enrollment Services. The Academic Standards Committee affirms it is the student's responsibility to initiate formal withdrawal procedures.

IMPORTANT: Students who fail to appear for the first two class sessions, or the first session of evening classes, may forfeit their space in class. Instructors have the right to release these spaces to other students wishing to add the class to their schedules. Students who lose their spaces must officially withdraw from the course through Enrollment Services to avoid earning an FX grade for non-attendance.

Approved by the University Senate, May 6, 1991

Section X. Undergraduate Academic Advising

https://www.towson.edu/academicadvising/documents/new student guide 2018-2019.pdf

Section XI. Towson University Internship Coordinator Handbook (Facuity/Staff)

http://www.towson.ed u/careercen ter/media/documents/faculty staff!tu internship coordinator handbook.pdf

Section XII. Accommodations for Students with Disabilities

Disability Support Services **(DSS)** provides accommodations and services to students with various disabilities and some temporary impairments that substantially limit one or more major life activities. The DSS staff is available to answer questions concerning accommodations and services as well as to provide information about other resources on and off campus.

Faculty Guide for Teaching and Accommodating Students with Disabilities:
https://www.towson.edu/dss/dss-faculty-guide-2015.pdf

Section XIII. Classroom Discrimination Policies

i. **Prohibiting Discrimination on the Basis of Race, Color, Religion, Age, National Origin, Sex and Disability (TU 06-01.00)**
https://inside.towson.edu/generalcampus/tupolicies/documents/06-01.00%20Prohibiting%20Discrimination%20on %20the%20Basis%20of%20Race%20Color%20Religion%20Age%20National%20Origin %20Sex%20and%20Disability.pdf

ii. **Prohibiting Discrimination on the Basis of Sexual Orientation or Gender Identity Expression (TU 06-01.05)**
https://inside.towson.edu/generalcampus/tupolicies/documents/06-01.05%20Prohibiting%20Discrimination%20on %20the%20Basis%20of%20Sexual %20Orientation%20or%20Gender%20Identity%20or%20Expression%20.pdf

iii. **Prohibiting Sexual Harassment (TU 06-01.20)**
https://inside.towson.edu/generalcampus/tupolicies/documents/06-01.20 %20Prohibiting%20Sexual%20Harassment.pdf

Section XIV. Student 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 Appendix F of the undergraduate catalog and Appendix D of the graduate catalog under Section C. Individual Rights and Responsibilities.
https://catalog.towson.edu/undergrad ua*tel*appendices/ appendix-e-code-student-conduct/

https://catalog.towson.edu/graduate/appendices/ appendix-e-code-student-cond uct/

Section XV. Syllabus Guidelines for Best Practices

These syllabus guideline best practices are meant to provide faculty with guidelines for syllabi submitted for course approval and for use in the classroom.
http://www.towson.ed u/provost/academicresources/documen ts/syllabus guidelines best practices 4-18-16upload.pdf

Section XVI. Policy Concerning the Scheduling of Academic Assignments on Dates of Religious Observance (USM 111-5.10)

http://www.usmd.edu/regents/bylaws/SectionIII/III510.html

Section XVII. Towson University: Grades and Grading Policies

A. Plus/Minus Grading System

The Plus/Minus (4.00 scale, semester system) system, implemented in fall 1998, applies to all undergraduate students and cannot be applied retroactively to grades earned or recorded, including incomplete (I) grades or contested grades, before fall 1998. For undergraduate courses where letter grades associated with Quality Points apply, the grading system of the University requires the use of+/- [plus/minus] grading.

Grades	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

D+	1.33
D	1.00
F	0.00
FX	0.00

B. Quality Point Averages

The semester Quality Point Average (QPA) is computed in a three-part process: first, multiply the credit hours (quality hours) for each course taken in a semester by the quality points assigned to the grade earned in each course (see above); second, total the quality hour 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.

C. The Grades of *S* and *U*

S (satisfactory) and *U* (unsatisfactory) are used primarily in those courses offered for development and selected courses that have been recommended by the academic departments and approved by the Academic Standards and University Curriculum committees. The grade of *S* denotes that work of 2.00 level or higher has been completed and that students have attained a level of competence sufficient to advance to the next course. A grade of *U* is given to students whose work is below 2.00 level quality. Sand *U* grades are not calculated in students' QPA's.

D. The Grade of *PS*

PS (Pass) is assigned to a course selected on the Pass grading option when students earn a C grade or higher. Students who elect the Pass grading option and earn a grade of C- or below will have the grade recorded on the permanent record and used in calculation of the QPA.

E. The Grade of *PX*

PX is calculated in students' QPAs. A grade of *PX* is given to students who never attend class or who stop attending during the semester without officially withdrawing. (If students have officially withdrawn, a grade of W will appear on the final class roster.) A grade of *PX* is given to students who stop attending before they have completed more than half of the course work. Students who attend most classes but miss the final examination without a legitimate excuse, will receive a zero or *P* grade for the final

examination and have that value or grade calculated with other grades earned during the semester to determine the final grade.

F. The Grade of W

The grade Wis administrative, nonpunitive, and is not calculated in students' QPAs. A grade of Wis given to students who officially withdraw from a course by the published withdrawal deadline each term. It is also given to students who obtain authorization, either through Enrollment Services or from the Academic Standards Committee, to withdraw from a course or courses after the deadline. Such withdrawals must be based on documented medical difficulties or verifiable circumstances beyond students' control.

G. The Grade of *I*

I (Incomplete) is given to students by their instructors when verifiable circumstances prevent students from completing a course within the term. The *I* grade should be given only in cases where students have completed most of the term and have a reasonable expectation of successfully completing the work required. It should not be given at a point earlier in the term when a withdrawal is appropriate. For more information on the Incomplete grade, see the section immediately following.

H. Changing Grades and Incompletes

Incompletes may be granted toward the end of the term and only for verifiable medical reasons or for documented circumstances beyond the control of the students. Earlier in the term, a withdrawal may be more appropriate. 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 the instructor 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 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 to establish a specific time by which students 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 faculty to designate a time prior to the end of the following semester of study for the course work to be completed. These forms are available from each 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 on the Final Grade roster the actual date by which the work is due (e.g., work due on July 1).

It is the student's responsibility to complete the work required by the end of the next regular semester (fall, spring) in order for the Incomplete to be converted to a regular grade. Students do not repeat the course in which the Incomplete was given. Instructors may specify an earlier time by which the work required is due in order to remove the Incomplete. An Incomplete grade that is not resolved by the end of the next full semester of study, excluding summer and Minimester sessions, is converted to an *F* grade and is calculated in students' quality hours and QPA's.

Grade changes, excluding I grades and repeated courses, must be submitted by the faculty member within one year. After one year, requests for grade changes may be made only for verifiable medical reasons and by petition to the Academic Standards Committee.

Graduating seniors must resolve any outstanding Incomplete grades within the next full semester after their date of graduation. Specific dates for each graduating class are included in the correspondence from the Graduation Office.

I. Unsuccessful Semester/Academic Clemency

The following guidelines determine approval of the declaration of an unsuccessful semester:

- Five full academic years must have elapsed since the semester in question.
- Students must have completed at least 24 credit hours of 2.00 level work at Towson University since the semester in question.
- Only one unsuccessful semester can be granted in a student's academic career.

J. Disagreement Related to Grading

Students who feel an earned grade is unjust must address their disagreements first to their instructor, who is primarily responsible for assigning grades. If the matter is not satisfactorily resolved through this approach and the issue warrants further consideration, students may then

direct an appeal through the following channels: department chairperson/program coordinator, college dean, Division of Student Affairs.

K. Graduate Grading

See "Policies on Academic Progress," in the current Graduate Catalog.

L. Policy 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 curriculum committee must approve the contract and send a copy with approval to the Academic Standards Committee.

3. The committee's approval shall signify

    a. contract grading is appropriate for the particular course.

    b. the proposed system of contract 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.

5. The departmental curriculum committee must approve the contract and send a copy with approval to the Academic Standards Committee.

6. The committee's approval shall signify that

   a. contract grading is appropriate for the particular course.

   b. the proposed system of contract 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.

7. The Academic Standards Committee will monitor contract grading by reviewing the college committee's reports.

M. Posting Grades

Posting grades in any format is not permitted.

Approved by the Academic Standards Committee, October 24, 1989

TOWSON UNIVERSITY
CONTRACT GRADING APPROVAL FORM

TOWSON UNIVERSITY
OFFICE OF ENROLLMENT SERVICES
CONTRACT GRADING APPROVAL

TO: Chairperson, 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.

Section XVIII. Policy for Review of Alleged Arbitrary and Capricious Grading (USM 111-1.20)

http://www.usmd.edu/regents/bylaws/SectionIII/III120.html

Section XIX. Towson University Policy on Final Examinations

The University shall provide for final examinations at the end of each semester. When giving final examinations faculty members must adhere to the specific days and times published in the Schedule of Courses (online only). 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:

A. Multiple Section Courses

Where a majority of the faculty in a department 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.

B. Student 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, October 9, 1978
Approved by the University Senate, September 7, 1982

Section XX. Towson University Faculty and Student Procedures Regarding Emergency Absence or Lateness of Facuity 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, April 7, 1986

Section XXI. 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, April 7, 1986

Section XXII. Policy and Procedures on the Disclosure of Student Education Records (TU 03-06.30)

https://inside.towson.edu/generalcampus/tupolicies/documents/03-06.30%20Policy%20and%20Procedures %20on %20the%20Disclosure%20of%20Student%20Education %20Records.pdf

Section XXIII. Policy on Faculty, Student and Institutional Rights and Responsibilities for Academic Integrity (USM 111-1.00)

http://www.usmd.edu/regents/bylaws/Section1II/III100.html

Section XXIV. Student Academic Integrity Policy (TU 03-01.00)

https://inside.towson.edu/generalcampus/tupolicies/documents/03-01.00%20Student%20Academic%20Integrity%20Policy.pdf

Section XXV. University-Sponsored Field Trips

A. 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 (page 7-24). 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.

B. 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 of 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/CGER "Travel Study Guidelines". Contact CGER for a Travel Study packet. Such trips may be organized or directed by TU faculty, staff, or administrators.

C. 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.

D. Towson University Guidelines for Faculty/Staff Who Conduct 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." 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 guidelines for field trips are:

1. Academic Issues

   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.

   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 required 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 alternative activity, such as a project or paper, involving approximately the same time commitment.

2. Liability Issues

   a. 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.

   b. Faculty/staff are only legally responsible for risks for which they have knowledge or direct control. The State Torts Claim Act covers faculty/staff in instances where there is no malice or gross negligence. Willful acts are not covered by this Act.

c. 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.

d. All students who participate in a field trip should sign a liability waiver ("release") 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 General Counsel and is included in this section. Neither of these documents needs to be notarized.

3. Transportation Issues

a. 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 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.

b. 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.

c. University vehicles may not be used for personal business during the course of the field trip.

d. 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.

e. 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.

f. 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 immediately upon return to the University. Faculty/staff may also call the University Police for assistance.

g. 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. 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.

h. 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.

1. 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 sill chooses to use his/her vehicle for a 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.

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

4. Other Issues

a. 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.

b. 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 Policy 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).

c. 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 Affairs office (x 42055).

d. The University has entered into an agreement with the Diner's Club International to provide employees who travel frequently with a Diner's Club card. The sole purpose of the credit card is to charge University-related business travel expenses. For information regarding this program, contact the Financial Services.

Approved by the Council of Deans, July 2, 1991
Approved by the President's Staff, July 8, 1991
Approved by the Council of Deans, March 15, 1994

Section XXVI. Towson University Policy on 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 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 (CMS) 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) 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 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 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 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

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 committee members will be appointed to reflect the use of vertebrate animals by members of relevant academic departments. The chairperson of the IACUC will be elected by the members of the IACUC.

The charges of the IACUC are

- To assist in the development of long-range plans for animal care.

- To advise the veterinarian and the Dean of CSM as to operations and utilization in the Animal Care facilities.

- To assist in the evaluation of and mechanisms for space assignments and utilization in the Animal Care facilities.

- To assure compliance with federal guidelines for use of laboratory animals.

Additional duties and responsibilities of the IACUC are:

- The committee will review at least every six months the University's program for humane care and use of vertebrate animals.

- The committee will inspect at least every six months all of the Institution's animal facilities.

- The committee will report to the dean of CSM (copy to dean of CLA) all of its findings with regard to the University'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 University Research Services in preparing the annual letter of assurance to the Office for Protection from Research Risks.

- 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 as outlined in Section IV.

- The committee will review for approval the use of vertebrate animals in the education of undergraduate and graduate students.

- The committee will review all ongoing research, testing and educational activities at least once a year to ensure adherence to the principles in the Guide as outlined in Section E below.

- 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 F.

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 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 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 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, methods of euthanasia, and other pertinent information. This form (available from the Office of Research Services) 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 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 IACUC until the required details are included in a revised proposal or approval form.

4. The 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 decisions 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 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 IACUC can be appealed by the investigator or instructor. The appeal procedure is outlined in Section F of this section.

7. Protocols that have been approved by the 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 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 IACUC for review using the same procedures as for initial submission of the proposal. The 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 IACUC to suspend an activity may be appealed as specified in Section F of this section.

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 IACUC.

F. Appeals Procedure

1. Failure to obtain approval of a proposal on procedural grounds can be corrected by submitting a revised proposal of the 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 IACUC to answer the questions raised by the committee.

3. If the first appeal to the 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 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 of necessity of the animal care and use outlined in the proposal. The decision of the IACUC following this meeting will be final.

Approved by the President's Staff, July 9, 1991

Section XXVII. 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 demonstration 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.

Section XVIII. Academic Affairs Guidelines to Address Student Complaints

http://www.towson.ed u/provost/academicresources/documen ts/appendix 4-11 aa guidelines to address student complaints.pdf

Chapter 8
Additional Faculty Policies

Section I. **Policy on Professional Commitment of Faculty (USM 11-3.10)**
http://www.usmd.edu/regents/bylaws/Section1I/II310.html

Section II. **Policy on the Regents Professorship (USM 11-1.30)**
http://www.usmd.edu/regents/bylaws/Section1I/II130.html

Section III. **Policy on Classified and Proprietary Work (USM IV-2.20)**
http://www.usmd.edu/regents/bylaws/Section1V/IV220.html

Section IV. **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.

Section V. **Commencements, Convocations, and Faculty Meetings**

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

Section VI. **Policy on Named Chairs and Professorships**
https://www.towson.edu/aboutiadministration/policies/documents/polices/02-05-00-policy-on-named-chairs-and-professorships.pdf

Chapter 9
Faculty Development, Grants, and Sponsored Research

Section I. Policies and Procedures of the Towson University Faculty Development and Research Committee

A. Research Grants

Research is defined as "diligent and systematic inquiry or investigation into a subject in order to discover or revise fact, theories, applications, etc." Monetary awards and assigned time awards for purposes other than research-no matter how worthy the endeavor or project-cannot be awarded as faculty research grants.

B. Qualifications for a Faculty Research Grant

1. The committee shall make grants (not normally to exceed $2400 and/or 3 hours assigned time) for the following purposes:

    a. Any research activity by a faculty member in which he/she acts as the primary investigator and not just as supervisor of studies, and which is expected to lead to a scholarly publication, performance, or exhibit.

    b. Purchase of reference books, supplies, and equipment not now available on campus and necessary for carrying out the research project. All such items shall, upon completion of the project, be assigned to the University in a manner to be determined by the committee at the time of the approval of the grant.

    c. Travel of the researcher relevant to obtaining data for the approved research project. Fundable travel expenses include meals and lodging up to the daily maximum allowable by State regulations, but for no more than ten (10) days, and transportation. Foreign travel will be funded only up to two-thirds of the transportation costs.

    d. Regular part-time faculty members are eligible to apply for FDRC research grants. Temporary part-time faculty members are not eligible. Full-time visiting faculty are eligible during the term of their contract.

e. In years in which the funding is available, the FDRC gives a number of Summer Research Stipends to release faculty members from the necessity of teaching a summer course in order to permit them to conduct/continue research.

2. The committee shall not make research grants for any of the following purposes:

a. Normal course development projects or study guides.

b. Any expenses related to the preparation or completion of a thesis or dissertation.

c. Purchase of books authored or edited by the faculty member for distribution to colleagues or to other institutions.

d. Student projects, particularly those involving academic credits and dissertation and/or thesis research.

e. Any project primarily for monetary gain, as determined by the committee. If the project should result in monetary gain, the first royalties amounting to the total of the grant must be returned to the University.

C. Procedure

1. Deadlines for submission of applications for grants will normally be the second Friday of the fall and spring semesters. Summer stipend applications should be submitted under the spring deadline.

2. Application forms will be available on the web under the Office of University Research Services and in all chairpersons' offices prior to announced deadlines.

3. No applications will be accepted after the stated deadline date and time.

4. Applications which do not follow the prescribed format and procedures and/or which exceed the requested length may be disqualified at the committee's discretion.

5. If the project involves any use of human participants (including by way of survey or questionnaire), the committee will consider the application only if application for approval from the Institutional

Review Board for the Protection of Human Participants has been made by the time the research application is submitted. The Review Board requires that plans for the use of human participants include procedures for obtaining the informed consent of all participants, for maintaining the security of data, and for assuring the anonymity of subjects in the reporting of the data. For information concerning Review Board procedure, see "Towson University Policy on Protection of Human Participants in Research Conducted by or with Faculty, Staff, and Students."

6. If the project involves any use of vertebrate animal subjects, the committee will consider the application only if application for approval from the Institutional Animal Care and Use Committee has been made by the time the research application is submitted.

7. Where services are to be funded as part of the grant, the applicant should itemize the services and specify for each type of service the cost per hour or other cost basis.

D. Responsibilities of Faculty Members Receiving Faculty Research Grants

1. All persons receiving grants must signify their intent to accept, spend, and account for funds granted within two semesters; they do so by signing and returning the letter of acknowledgment to the committee within ten days after being notified of their award. If the committee receives no acknowledgment within that time, the funds will be reallocated to other applicants.

2. The researcher is responsible for implementing the research project as approved by the committee. Any changes in design or methodology must be approved by the committee. Prior approval must be obtained through the chairperson of the committee.

3. In order for research purchases to be exempt from state sales taxes and for the user to be eligible for any educational/institutional discount, the University allows its name to be used for billing purposes. However, all invoices must be clearly identified as research projects and by whom the purchase was made. Invoices may be mailed to the Accounts Payable Department; they will then be forwarded to the grant recipient for payment. When required or convenient, purchases should be made through the University Procurement office.

4. Recipients of research grants, assigned time grants, or Summer Research Stipends must, in any publication resulting from the

project, acknowledge the support of the Faculty Development and Research Committee of Towson University.

5. Faculty members who receive an assigned time grant may not teach off-load courses or engage in other outside work equivalent to teaching one off-load course in addition to their regular teaching load.

6. Recipients of Summer Research Stipends may teach two summer courses of no more than eight credit hours at Towson University or elsewhere during the summer for which the stipend was granted.

7. An accounting must be made to the committee of all expenditures made under a given grant. This may be done upon completion of the project, but must be submitted no later than the date stipulated in the letter awarding the grant. A form for this purpose (Fiscal Report Form) is provided by the committee.

8. Since Summer Research Stipends are meant to replace foregone summer teaching salary, no fiscal report is required. However, recipients of Summer Research Stipends must submit a written report (see below) by the end of the fall semester following the summer for which the stipend was received.

9. A written report of the results of the research and one copy of the scholarly product (to be) published must be submitted to the committee along with the completed Fiscal Report Form. If the product has not yet been published, a copy of the typescript should be submitted with the written report, and a copy of the published work should be submitted as soon as it is available. After the committee has completed its review of the written report, the copy of the published work will be sent to the University archives. (Note: Where the scholarly product is a performance or exhibit, the research should submit the printed program or other such documents as the "published work.") If the researcher fails to submit an acceptable written report, no further grants will be made by the committee to that person until all reports are current.

Approved by the University Senate, October 7, 1990

http://www.towson.edu/about/administration/senate/committees/development.html

Section II. Office of Sponsored Programs and Research

http://www.towson.edu/academics/research/sponsored/

Section III. **Policy on Solicitation and Acceptance of Sponsored Projects (USM IV-2.00)**
http://www.usmd.edu/regents/bylaws/Section1V/IV200.html

Section IV. **Office of Sponsored Programs and Research - Grant Management Guidelines**
https://www.towson.edu/academics/research/sponsored/grants/index.html

https://www.towson.edu/academics/research/sponsored/grants/policies.html

Section V. **Policy on Human Subjects of Research (USM IV-2.10)**
http://www.usmd.edu/regents/bylaws/Section1V/IV210.pdf

Section VI. **Policy on Patents (USM IV-3.00)**
http://www.usmd.edu/regents/bylaws/Section1V/IV300.pdf

Section VII. **Towson University Policy on Intellectual Property (TU 04-03.20)**
https://inside.towson.edu/generalcampus/tupolicies/documents/04-03.20%20Towson %20University%20Policy%20on% 20Intellectual %20Property.pdf

Section VIII. **Procedures on Conflict of Interest for Faculty Interest in Sponsored Research or Development (TU 03-01.11)**
https://inside.towson.edu/generalcampus/tupolicies/documents/03-01.11%20Procedures%20on%20Conflict%20of%20Interest%20for %20Faculty%20Interest%20In%20Sponsored %20Research %20or %20Development.pdf

Section IX. **Policy on Misconduct in Scholarly Work (USM 111-1.10)**
http://www.usmd.edu/regents/bylaws/Sectionlll/111110.pdf

Section X. **Towson University Policies and Procedures for Inquiries and Investigations Concerning Allegations of Scholarly Misconduct**

A. USM Policy:
http://www.usmd.edu/regents/bylaws/Sectionlll/111110.html

B. Towson University Policies and Procedures for Inquiries and Investigations Concerning Allegations of Scholarly Misconduct:

1. Preamble

Towson University continues to commit itself to the highest standards of integrity in scholarly endeavors, to prevent misconduct where possible, and promptly and fairly to evaluate and resolve cases of alleged or apparent misconduct. The overall philosophy regarding both scholarly integrity and scholarly misconduct is based on the policy of the University System of Maryland Board of Regents (1988),

The purpose of this document are: (1) to outline the policies and procedures to be used in dealing with allegations of scholarly misconduct; (2) to specify the rights and responsibilities of both the accuser and respondent during this process; (3) to identify the sanctions which may be applied in the event of a positive finding of misconduct; (4) to outline the options that exist if an accusation of misconduct is unfounded.

The implementation of these policies and procedures will be paralleled by an effort to increase the awareness of the University community with respect to ethical issues associated with scholarly activity, and to conduct an annual review of procedures and practices that promote integrity in scholarly efforts, as well as those practices that may inadvertently provide incentives for misconduct.

The current document exists only for those rare instances where there is a failure to meet universally accepted ethical standards.

2. Introduction and Definitions

All members of the University community share responsibility for developing and maintaining standards for the ethical conduct of scholarly activities and for the detection of abuse of these standards. Primary responsibility for the integrity of scholarly efforts rests with the principal investigator in the case of faculty research. Responsibility for joint faculty and undergraduate or graduate research project is shared by the student and the principal faculty advisor. Towson University considers any demonstrated incident of scholarly misconduct to be a breach of contract, whether stated or implied, and it will apply whatever sanctions are warranted by the particular form of misconduct.

Scholarly misconduct refers to inappropriate behavior related to the conduct of research or other scholarly and artistic efforts. The definitions, policies, and procedures described here are not designed for all violations of academic ethics. For example, the misconduct of

students during examinations and acts of discrimination based on race, gender, age or religion are not addressed as they are covered by other University policies.

Misconduct in scholarly efforts can take many forms, and is generally defined as a serious deviation from accepted standards and practices in proposing, conducting, or in reporting the results of scholarly activity; however the major categories are defined in the following list, which is not exhaustive.

a. Fraud

Fabrication, falsification, and knowing misrepresentation of one's own work or the work of others.

b. Improper authorship

This category includes plagiarism; improper assignment of credit (e.g., excluding others who have made a significant contribution); claiming the work of another as one's own; submission of multi-authored works without the concurrence of all authors, which includes such aspects as the order of authorship and the number of authors.

c. Violation of accepted research practices

Including willful, improper manipulation of experiments to obtain desired results, or omission of data or other information, which would contradict or alter the conclusions of the study.

d. Violation of federal, state, or institutional rules governing research
Including, but not limited to those regarding misuse or misappropriation of funds
(from either intramural or extramural sources), care of animals, human subjects, controlled substances, hazardous biological, radioactive, or criminal materials.

e. Inappropriate behavior in relation to misconduct

Including failure to report known misconduct or failure to report evidence of misconduct or circumstances indicating misconduct; withholding or destroying data and/or other information related to alleged misconduct; retaliation against individuals reporting or investigating misconduct; knowingly filing a false allegation of misconduct.

f. Abuse of confidentiality

Including improper use of information or influence gained by privileged access such as service on peer review panels, editorial boards, etc.; improper use of personal information gained in the course of research using human subjects.

g. Misuse of funds

The misappropriation of funds or resources. For example, the misuse of funds for personal gain.

3. Procedures for Reporting and Investigating Allegations of Scholarly Misconduct

The procedures, which follow, are intended to promote due process and ensure the affected individuals a timely, fair, and confidential review of any allegation of misconduct. Towards this end, the process will have two phases:

- An inquiry to determine the facts associated with the allegation of misconduct;

- An investigation to establish the veracity of the charges and to recommend appropriate sanctions.

If at any time during the inquiry or investigation phases it appears fairly certain that the alleged misconduct might create a health or safety hazard, or involves state or federal equipment or funds, or affects human or animal subjects, or a need to protect the interests of the person(s) making the allegation or of the individual who is the subject of the investigation and any associates, the president of the University shall take steps to prevent such abuse, pending the outcome of this process

If, and only if, any of the conditions in the previous paragraph apply, or it is probable that the alleged incident will be made public, or there is a reasonable indication of a possible criminal violation, the president of the University must notify the University System of Maryland Board of Regents. Also, if the research is federally funded, the Dean of the College of Graduate Studies and Research and Associate Vice President for Research in coordination with the Director of the Office of University Research Services will comply with all pertinent federal regulations regarding the notification of the appropriate offices of the federal agency.

If the alleged misconduct involves the performance of scholarly work supported by an external sponsor, the institution, where required, must inform the sponsor when an investigation is initiated. The notification should provide sufficient information to satisfy the University's obligation to the sponsor, but in the interests of protecting reputations that might be damaged unjustly, a detailed report may await the conclusion of the investigation.

a. Reporting an allegation

A person with knowledge of scholarly misconduct must report the allegation in writing to the dean of the College of Graduate Studies and Research and Associate Vice President for Research. Oral reports to either others or the dean of the College of Graduate and Research and Associate Vice President for Research will not be considered formal allegations.

The Dean of the College of Graduate Studies and Research and Associate Vice President for Research will communicate quickly the initial allegation of misconduct to the immediate supervisor of the individual charged with misconduct. The supervisor will undertake a limited inquiry to determine whether the allegation appeals to be well founded, and report back to the Dean of the College of Graduate Studies and Research and Associate Vice President for Research.

Unless the Dean of the College of Graduate Studies and Research and Associate Vice President for Research determines that the allegation is frivolous, the Dean of the College of Graduate Studies and Research and Associate Vice President for Research will immediately notify the dean of the college associated with the individual, the provost, and the president. The Dean of the College of Graduate Studies and Research and Associate Vice President for Research will send written notification to the individual suspected of misconduct when the charge has been formalized. The Dean of the College of Graduate Studies and Research and Vice President for Research will then convene the Committee of Inquiry.

b. The inquiry

The Committee of Inquiry will be composed of five faculty from the current membership of the Faculty Hearing Committee, with up to three additional members, if the committee requires additional expertise to judge the details of the allegation, all of whom will be appointed by the president of the University (or his

designee). The members of the Committee of Inquiry must be persons who have no direct professional or personal involvement with either the complainant or the respondent.

The Dean of the College of Graduate Studies and Research and Associate Vice President for Research will convene the Committee of Inquiry within fifteen days after receiving the formal allegation of misconduct. The committee will operate in a manner that will maintain confidentiality regarding the allegation to the degree compatible with accomplishing the purposes of the Inquiry.

The Committee of Inquiry shall seek sufficient facts to establish the need for convening a formal Investigation of the alleged misconduct. This judgment will be rendered as expeditiously as possible, and a final report should be submitted to the Dean of the College of Graduate Studies and Research and Associate Vice President for Research within 30 days of the appointment of the Committee of Inquiry.

The Inquiry is informal, brief, and intended only as a fact-finding process. Principal parties may confer with legal counsel at this stage, but they must speak for themselves. This process does not have the jurisdiction of a court of law and it should not emulate the style of a court. The respondent must comply with all requests for information from the Committee of Inquiry. The complainant and respondent may present information, expert opinions, records, and other pertinent data, and the Committee may request documents necessary to complete their work. All parties must receive timely copies of all documents submitted by any of the principals.

The conclusions of the Committee of Inquiry will be conveyed in writing to the respondent, the complainant, the immediate supervisor, the appropriate dean, the Dean of the College of Graduate Studies and Research and Associate Vice President for Research, the provost, and the president, within 45 days of receipt of the allegation. The report will state what evidence was reviewed, summarize relevant interviews, and include the conclusions of the inquiry. If the respondent comments on the report, the comments must be included in the records.

If the outcome of the Inquiry indicates that there are no grounds for a formal Investigation, all of the parties involved will be notified, and efforts will be made to ensure that the individuals involved are cleared of any unsupported allegations. If the

committee finds that the initial allegation was malicious, sanctions against the complainant will be recommended.

Records of the Committee of Inquiry are confidential and are to be kept secure by the Dean of the College of Graduate Studies and Research and Associate Vice President for Research. They will be maintained in a secure manner for a period of at least five years after termination of the Inquiry, and shall, upon request, be provided to authorized federal funding agencies.

Finally, the Investigation will be conducted and completed regardless of whether the respondent or the complainant severs any formal ties to the University before the conclusion of the investigation.

c. The investigation

The Committee of Investigation will consist of five members of the Faculty Hearing Committee, and at least one individual who is not primarily associated with the University. In order to provide necessary expertise, or to avoid conflicts of interest based on relationship with either the complainant or respondent, membership may be supplemented by individuals with no formal ties to the University, but the committee may not be composed of a majority of such individuals. Furthermore, no member of the Committee of Inquiry may serve as a member of the Committee of Investigation. All members of the committee will be appointed by the president of the University (or his designee). The Committee of Investigation will be formed within 15 days of the finding by the Committee of Inquiry that an Investigation is warranted.

The Committee of Investigation shall hold hearings. It will be authorized to collect and consider all of the evidence the committee deems relevant to the allegation; this includes obtaining any expert opinions necessary to reach firm conclusions.

It may seek the opinions of external experts if this is necessary in order to avoid conflicts of interest. The Investigation must be thorough. It must obtain sufficient information to reach a firm conclusion about the validity of the allegation, or to be certain that additional information would not alter an inconclusive result.

Hearings are confidential and may be closed to all but the principals at the request of either the complainant or the respondent. Principal parties may confer with legal counsel, but they must speak for themselves. The hearings will not have the

jurisdiction or procedures of a court of law. All parties will receive written notification of hearing dates and be provided copies of all documents at least 10 days in advance of scheduled meetings. A record of all proceedings will be maintained by the Dean of the College of Graduate Studies and Research. The committee is required to file its final report to the dean within 120 days of being convened.

d. Sanctions

The Committee of Investigation is also charged with recommending specific actions appropriate to its findings. These recommendations should address actions to restore damaged reputations, and should identify appropriate retractions, disclaimers, and announcements necessary to correct the record. The committee may recommend additional actions if misconduct is confirmed. The president of the University, acting on behalf of the University, will take all actions appropriate in view of the findings.

If misconduct is not confirmed, the respondent must be notified promptly, and the president of the University must consider whether a public announcement will be harmful or beneficial in restoring reputations that have been damaged. Ultimately, such a decision should rely heavily upon the preferences of individual who has been acquitted. The president must take disciplinary action if the initial allegation is found to be malicious. Finally, the president may find it necessary to reprimand lax supervision, faulty techniques, or questionable judgment, even when willful misconduct has not been established.

Sanctions must be appropriate to the seriousness of substantiated scholarly misconduct, and will include those mandated by applicable state and/or federal regulations. In addition to the retraction of published scholarly works or the identification of improperly produced artistic efforts, the sanctions may include demotions in faculty rank and reductions in salary, if promotion and salary increases were a direct result of the efforts in question. The individual can be declared ineligible to receive intramural and extramural funding for a specified period. Any awards or degrees that were a direct result of the scholarly effort will be revoked. The dismissal of a faculty member or student from the University is included in the list of possible sanctions.

After all appeals have been exhausted, the president will communicate the determination of a case of substantiated misconduct to those persons who have a need to know, which will

include the respondent, the complainant, appropriate University officials and sponsoring agencies, the editors of journals where fraudulent results have been published, and academic institutions or other scholarly organizations with whom the respondent was affiliated during the period of substantiated misconduct.

In appropriate cases, where public funds were used in the direct support of the scholarly activity, certain information may be released to the press upon receipt of the sanctions to the Board of Regents. If required by federal regulations, these results may also be communicated to prospective employers.

e. Appeals

Individuals may appeal the judgment of a Committee of Investigation and/or the sanctions applied. A written statement which details the grounds for appeal must be submitted to the president within 30 days of formal, written notification of the findings of the Committee of Investigation. Grounds for appeal include new, unconsidered evidence, failure in due process in the investigative process, or personal and/or professional conflicts of interest among those involved in the investigation.

Upon receipt of the written appeal, the president or his designee will evaluate the evidence for the appeal. The president may, but is not required to, order a complete or partial investigation based on the appeal. The president's decision is binding on all parties, and will be conveyed to them in a timely fashion.

Approved by the University Senate, May 14, 1990

Chapter 10
Related University Policies

Section I. Rights and Responsibilities of Members of the Towson University Community

Members of the Towson University (TU) community have fundamental rights, as well as those related to 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:

- Fundamental rights;
- 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.

A. Fundamental Rights

Members of the TU community enjoy the same basic rights and are bound by the same responsibilities for respecting the rights of others.

1. 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.

2. 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.

3. It should be made clear in writings or broadcasts that editorial opinions are not necessarily those of the institution or its members.

4. The University does not stand in loco parentis for its members.

5. Members have the right to organize their own personal lives and behaviors, so long as they do not violate the law or agreements voluntarily entered into and do not interfere with the rights of others or the educational process.

B. Rights of Members Based upon the Nature of the Educational Process

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:

1. The freedom to teach, to learn, and to conduct research and to publish findings in the spirit of free inquiry.

   a. 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)

   b. 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.

   c. 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 are of competence or to divert significant time to material extraneous to the subject matter of his course.

   d. The spirit of free inquiry implies that the professor respects the student's

      - Freedom of expression and

- Right against improper academic evaluation.

e. 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.

2. The concomitant obligation to maintain high standards of scholarship and of professional dedication and performance.

   a. 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.

   b. 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.

3. Obligation no to

   a. Interfere with the freedom of members of the campus to pursue normal academic and administrative activities, including freedom of movement;

   b. 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;

   c. 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;

   d. Interfere with any member's freedom to hear and to study unpopular and controversial views of intellectual and public issues.

4. 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.

5. Right to hold public meetings in which members participate, to post notices, and to engage in peaceful, orderly demonstrations in designated locations and at designated times on campus as described in 06-04.11– POLICY ON TIME, PLACE AND MANNER FOR EXPRESSIVE ACTIVITIES. Reasonable and impartially applied rules shall be established regulating time, place, and manner of such activities and allocating the use of the facilities.

6. Right to recourse if another member of the campus is negligent or irresponsible in performance of his responsibilities.

7. Right to recourse if another member of the campus represents the work of others as his or her own.

8. Right to be heard, considered, and represented at appropriate levels of the decision-making process about policy matters of direct concern.

9. 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.

    a. Tenured faculty should maintain the highest standards in performance of their academic responsibilities.

    b. Administration and staff should maintain the highest standards in providing a physical environment which will enable the academic process to flourish.

10. 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 and financial exploitation of the campus by any individual or group.

C. Rights of the University

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:

1. Right and obligation to provide a forum for members of the campus and guests to present and debate academic and public issues.

   Right to prohibit 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.

2. Right and obligation impartially

   a. 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;

   b. To prohibit use of its rooms by individual members on a regular or prolonged basis as free headquarters for political campaigns;

   c. To prohibit use of its name its finances, and its office equipment and supplies for any political purpose at any time.

3. 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 is autonomy, the freedom of its members, its financial support, and its academic functions.

4. Right and obligation to protect

   a. The members of the campus and visitors to it from physical harm, threats of harm, or abuse;

   b. Its property from damage and unauthorized use;

5. Its academic and administrative processes from interruption.

6. Right to require that persons on the campus will be willing to identify themselves by name and address and demonstrate what connection, if any, they have with the university.

7. 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.

D. **Right of Members to Representation in Establishing Fair and Equitable Procedure**s

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.

1. Campus rules and regulations and the range of penalties for any violation should be clearly and publicly made known.

2. Procedures should be structured to

   a. Facilitate a reliable determination of the truth or falsity of charges;

   b. Insure fairness to all parties.

   c. Insure consideration of charges without undue delay.

3. 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.

4. 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.

5. 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, May 24, 1971
Approved by the University Senate, September 7, 1982

Approved by the Academic Senate Executive Committee
October 8, 2020

Section II. 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 American Association of University Professors Policy Document and Reports. http://www.aaup.org/issues/academic-freedom

Section III. Professional Ethics

The University subscribes to the 1966 "Statement of Professional Ethics" and the 1987 and 2009 revisions of the American Association of University Professors.

Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professor may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

A. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

B. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of

associates. In the exchange of criticism and ideas professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibility for the governance of their institutions.

C. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

D. As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

http://www.aaup.org/report/statement-professional-ethics

Section IV. **Consensual Relations with Students (TU 07-06.30)**
https://www.towson.edu/aboutiadministration/policies/documents/policies/07-06-30-consensual-relations-with-students1.pdf

Section V. **Employment of Members of the Same Family/Household and Consensual Amorous Relationships (Nepotism) (TU 07-02.10)**
https://inside.towson.edu/generalcampus/tupolicies/documents/07-02.10%20Employment%20of%20Members%20Same%20Family-Household %20(Nepotisim).pdf?170221154803-0500

Section VI. **Policy on Campus Ministries (TU 06-07.00)**
https://inside.towson.edu/generalcampus/tupolicies/documents/06-07.00%20Policy%20on %20Campus%20Ministries.pdf

Section VII. **Policy on Sexual Misconduct (TU 06-01.60)**
https://www.towson.edu/studentconduct/sexualmisconduct/06-01.60-policy-on-sexual-misconduct.pdf

Section VIII. **Towson University Information Technology Policies**
https://inside.towson.edu/generalcampus/tupolicies/categorylist.cfm?thecategory=Information Technology

Section IX. **Policy on Acts of Violence and Extremism (USM VI-1.10)**
http://www.usmd.edu/regents/bylaws/Section**VI/VI11** 0.html

Section X. **Policy on Threats and Violence (TU 06-01.10)**
https://inside.towson.edu/generalcampus/tupolicies/documen ts/06-01.10%20Policy%20on%20Threats%20and%20Violence.pdf

Section XI. **Weapons Prohibited (TU 06-01.11)**
https://inside.towson.edu/generalcampus/tupolicies/documents/06-01.11%20Weapons%20Prohibited.pdf

Section XII. **Disruptive Students**

A disruptive student may be sanctioned pursuant to the Towson University Code of Student Conduct. In extreme cases, or cases involving disruption by a person other than a student, the person may be denied access to campus. Faculty members should contact their department chairperson for guidance and document all instances of disruption to be considered in these processes. For information on sanctions under the Code of Student Conduct, contact the Office of Student Conduct and Civility Education in the Division of Student Affairs. For information on denial of access, contact University Police.

Section XIII. **Policy on Emergency Conditions: Cancellation of Classes and Release of Employees (USM VI-12.00)**
http://www.usmd.edu/regents/bylaws/SectionVI/VI1200.html

Section XIV. **Towson University Policy on External Use of the University's Name**

A. 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.

B. 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' programs will be avoided.

C. 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 contract 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 the enhancements may be included, as appropriate.

6. Centers and institutes will prepare an annual report to the Provost following established guidelines.

D. 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. Also note that the foundation may not support or conduct educational or research activities except with the express, prior approval of the responsible official. (USM Policy IX-2.00, No. 13)

E. 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 of 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, May 7, 1991
Approved by the President's Staff, July 8, 1991

Section XV. Towson University Policy on Publications, Marketing and Communications

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

The Office of Design and Print Centers is responsible for University publications prepared for off-campus use or for wide on-campus distribution. The Office of Design and Print Centers 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 Print Centers in accordance with state regulations.

The Office of Design and Print Centers 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 Print Centers is responsible for the standards regarding use of Towson University's logo, brand standards for university communications and its nondiscrimination compliance statement, which must be printed in all publications prepared for off-campus use or for wide on-campus distribution as shown below.

Towson University is in compliance with federal and state regulations regarding nondiscrimination on the basis of race, color, national origin, religion, gender, marital status, age, political affiliation, veteran status, condition of handicap, or other prohibited reason. The University does not discriminate on the basis of sexual orientation. For further information, contact the TU Office of Diversity and Equal Opportunity.

Approved by the Vice President for Institutional Advancement, May 23, 1998
Updated 8/02.

Section XVI. Towson University Policy on Non-Credit Activities

A. 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 o 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.

B. 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 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 recipient 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 mission of Towson University and the sponsoring organization(s).

C. 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.

D. 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.)

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:

Source of income;

Intended audience (Type A, B, C, or D);

Co-sponsorship constraints; and

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 Provost's Council 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.

E. 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, February 21, 1990
Approved by the President's Staff, July 8, 1991

Section XVII. Towson University Policy on Solicitation of Advertising

Because the Division of University 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 and sponsorship policy is delegated by the president to the Vice President for University Advancement.

This policy applies to all forms of advertising and sponsorship 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 AVP of Marketing/Communications.

When planning to solicit advertising or sponsorship, each department or organization must arrange a meeting with the Associate Vice President for University Marketing. 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 unless granted specific permission by University Marketing.

Section XVIII. Collections and Donations

The University permits the solicitation of donations for external organizations only for the United Charities Campaign.

Section XIX. Towson University Policy on Fund-Raising, Gifts, Voluntary Support, and Grants

All fundraising efforts by administrative and academic departments, by student organizations, and by faculty and staff members when using an affiliation with the University are coordinated through the Division of University Advancement. All gifts and grants to the University, except University Research Service 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, and 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 include among its membership the President of the University and the Vice President for University Advancement, who serve as an ex officio member of the foundation.

Under the direction of the Vice President for University 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 University Research Services projects, must be reviewed by the Office of Development before submission to a sponsoring organization.

Approved by the Vice President for Institutional Advancement, April 30, 1992

Section XX. Gift Acceptance Guidelines for Faculty

As state employees, Towson University faculty members must adhere to state guidelines regarding the acceptance of gifts, as established by Maryland Public Ethics Law. Generally, state employees cannot solicit or accept gifts. Maryland Public Ethics Law does, however, permit exceptions for gifts that would not impair the impartiality and independent judgement of the recipient. If doing so would not impair a faculty member's impartiality and independent judgement (e.g., assigning course grades), the faculty member could accept "unsolicited gifts of nominal value."

Faculty members reserve the right to refuse even nominal gifts if they prefer to separate themselves from any question of whether accepting gifts affected their ability to be impartial in providing evaluations such as those pertaining to student grades, classroom performance, or employment qualifications.

Formal or informal advice regarding acceptance of gifts can be requested from the Maryland State Ethics Commission.

http://ethics.maryland.gov/wp-content/uploads/filebase/general/Public-Ethics-Law.pdf

Section XXI. 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 materials produced by the operations of the University, meaning **(1)** files of letters sent and received, (2) records such as minutes, memorandum, reports, annual reports, reports on accreditation, (3) publications, brochures, newsletters, catalogs, and programs, (4) photographs and architectural drawings and blueprints, and (5) any material deemed of enduring value.

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 materials 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 mutilations and destruction and shall keep it in such arrangement that it is accessible to authorize persons when the Archives is 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, July 2, 1991

Section XXII. **Policy on Substance Abuse for Faculty, Staff and Students (TU 07-01.10)**
https://inside.towson.ed u/generalcampus/tupolicies/documen ts/07-01.10%20Policy%20on%20Substance%20Abuse%20for%20Faculty,%20Staff, %20and %20Students.pdf

Section XXIII. **Smoke Free Campus Policy (TU 06-14.00)**
https://inside.towson.edu/generalcampus/tupolicies/documents/06-14.00%20Smoke%20Free%20Campus%20Policy.pdf

Section XXIV. Towson University Policy on Gambling and Raffling

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 Conferences Guide for Student Organizations.

Section XXV. Procedures on Reporting Suspected or Known Fiscal Irregularities (TU 08-07.10)

https://inside.towson.edu/generalcampus/tupolicies/documents/08-07.10%20Procedures%20on%20Reporting%20Suspected %20or%20Known %20Fiscal %20Irregularities.pdf

Section XXVI. Policy on the Reporting of Suspected Child Abuse and Neglect (TU 06-01.50)

https://inside.towson.edu/generalcampus/tupolicies/documents/06-01.50%20Policy% 20on %20the% 20Reporting %20of% 20Suspected %20Child %20Abuse%20and%20Neglect.pdf