Faculty Handbook
2014

Office of the Provost &
Vice President for Academic Affairs
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.
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Section I. Governance of the University System of Maryland.
http://www.usmd.edu/regents/
http://www.usmd.edu/usm/

Section II. USM Policy on Shared Governance (II-6.00)
http://www.usmd.edu/regents/bylaws/SectionI/I600.html

Section III. Organization of Towson University/Organizational Charts.
Executive Division:
Divisions of the University: http://www.towson.edu/main/abouttu/admingov/orgchart.asp
Office of the Provost:

Section IV. Responsibilities of the Deans
http://wwwnew.towson.edu/provost/resources/documents/ResponsibilitiesofDean_draftJuly2013.pdf

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

Section VI. Constitution for Faculty Council (I-2.00)
http://www.usmd.edu/regents/bylaws/SectionI/I200.html

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

Section VIII. The University Senate:
http://www.towson.edu/senate/index.asp

Section IX. Faculty Association/AAUP:
http://www.towson.edu/aaup/
Chapter 3  The Faculty: Appointment, Rank and Tenure; and Workload

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

Section II. University System of Maryland Policy on Appointment, Rank and Tenure of Faculty II-1.00
http://www.usmd.edu/regents/bylaws/SectionII/

Section III. Towson University Comprehensive Faculty Workload Guidelines
http://wwwnew.towson.edu/provost/resources/documents/FacultyWorkloadGuidelines.pdf

Section IV. University System of Maryland Policy on Faculty Workload and Responsibilities II-1.25
http://www.usmd.edu/regents/bylaws/SectionII/II125.html
Chapter 4  Faculty Benefits

Section I.A.  USM Policy on Compensation for Faculty.

http://www.usmd.edu/regents/bylaws/SectionII/II121.html

I.B.  TU Summer and other Compensation Pay

Academic year contracts for faculty members at Towson University will normally be offered for a period of ten months. Exceptions, as justified by special assignments or other professional considerations, will be approved by the President. Positions already approved do not need reconsideration.

Implicit in the contractual arrangement between Towson University and individual faculty and staff is the fact that a full-time appointment constitutes 100% commitment over the time of the contract duration, unless otherwise specified. Given the two basic durations of faculty contracts at Towson University, 10-month or 12-month commitments, the following guidelines are presented to explain additional compensation allowed under contract.

10-Month Contracts  Faculty contracted for the 10 months of the academic year may earn up to 33% additional compensation on an annual, fiscal year basis. The allotment includes the summer months during which the faculty member is not under contractual commitment to the university. Any requests for compensation above 33% must involve buy-out of the academic year salary and requires permission of the Provost upon recommendations of the dean.

12-Month Contracts  Faculty contracted for 12 months of the fiscal year may earn up to 10% of the 12-month salary in additional compensation. Any requests for compensation above 10% must involve buy-out of salary and requires permission of the Provost upon recommendation of the dean or associate vice president.

All faculty will be required to fill out the Towson University “Faculty Offload and Outside Employment” form at the end of each spring semester.

Approved by Council of Deans, April 10, 2001

Approved by President’s Staff, April 23, 2001

Revised by Provost’s Office, July 11, 2006

I.C. Salary Annualization

Towson University has initiated the following procedures concerning faculty pay, in compliance with Internal Revenue Service Bulletin 2008-29 http://www.irs.gov/irb/2008-29_IRB/ar12.html
All regular faculty members are paid on a 26 period pay basis. All new regular faculty will be entered on the payroll the first day of the pay period closest to August 15th will receive 26 biweekly payments, September-August.

If a regular faculty person separates (voluntarily or involuntarily) from service prior to the end of the academic year then the faculty person will be paid all earned but unpaid salary in a single lump within 30 days of the end of the pay period in which the voluntary or involuntary separation of service occurs.

If the separation is effective at the end of the academic year (with the faculty person not returning the following academic year) then the faculty person will be paid all unpaid salary in a single lump sum within 30 days of the 21st payment, and benefits will be terminated at the end of the 21st pay period.

Federal regulations stipulate that failure to comply with the above practices may result in additional taxes due on the deferred compensation including a 20% additional income tax. Therefore to avoid this tax penalty it is imperative that the faculty person notify the University prior to the receipt of her / his 19th payment of her / his intent to not return for the following academic year.

Approved by Provost May 2012

Section II. 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 call the Office of Human Resources, Benefits Unit (410-704-6017/6018) if you have any questions.

SOCIAL SECURITY
All faculty are covered by Federal Social Security. The employee’s share of the contribution is withheld by payroll deduction and is deposited with TU’s share into the employee’s account.

RETIREMENT
Faculty have the option to enroll in the Maryland State Teachers Pension System (TPS), or one of the two available plans under the Optional Retirement Program (ORP):
- Fidelity Investments
- TIAA/ACREF
TU contributes to each retirement plan on behalf of the enrolled faculty member. In addition, members of the TPS contribute 7% (as of 7/1/11) of their base annual salary to the TPS. ORP members do not make any personal contributions.
Faculty who are members of the Maryland State Teacher’s Retirement System (TRS) may elect to remain in that system.
Faculty who are also Maryland State retirees are not eligible to enroll in any basic retirement plan.

**SUPPLEMENTAL RETIREMENT PLANS**
All employees are eligible to participate in any of the Supplemental Retirement Plans currently available through the State of Maryland and the University System of Maryland (USM). The Maryland Supplemental Retirement Agency plans are administered by Nationwide and include 457b Deferred Compensation plans (pre-tax option and after-tax Roth option). The USM offers pre-tax 403b and 457b plans from Fidelity Investments and TIAA-CREF. Employee participation is voluntary and all contributions are made solely from the employee’s salary. There are no matching employer contributions.

**INSURANCE OPTIONS**
All employees can choose between a variety of programs offered by the State of Maryland and the USM. Medical plan choices include Preferred Provider Organization (PPO), Point of Service (POS), and Exclusive Provider Organization (EPO) plans as well as other separate, freestanding group insurance plans which include:

- Dental coverage (1 DHMO and 1 DPPO)
- Prescriptions Drug coverage
- Accidental Death and Dismemberment insurance
- Term Life Insurance (State of MD and USM)
- Health Care and Day Care spending accounts
- Long Term Disability program
- Long Term Care plan

The employee’s share of any premium costs is deducted from the bi-weekly paycheck.

**TUITION REMISSION**
Full-time employees are eligible to enroll in up to a maximum of 8 credits per semester at any USM institution, Morgan State University, St. Mary’s College of MD, and Baltimore City Community College, and receive 100% tuition remission.

Spouses and dependent children of full-time employees hired on or after 1 July 1992 may be eligible to receive tuition remission benefits only after the employee has worked at TU (or the USM) for two years. 100% tuition remission benefits could be available for courses taken toward the first undergraduate degree at TU only. If a spouse or dependent child wishes to enroll in courses toward the first undergraduate degree in an academic program not available at TU, he/she may be eligible to receive 50% tuition remission at another eligible institution. Tuition remission for spouses and dependent children does not apply to courses at the graduate or post-baccalaureate level.

Tuition remission benefits may not apply to all courses, professional schools, and/or programs of study.

**SICK LEAVE: CREDITABLE**
Faculty are eligible to earn up to 12.5 days of sick leave per year, accrued at the rate of 1.25 days per month or 4.762 hours per pay period. Sick leave may be accumulated without limit. Creditable sick leave may be used for a faculty employee’s illness, an immediate family member’s illness, bereavement, and up to 30 days following the adoption of a child.
SICK LEAVE: NON-CREDITABLE, COLLEGIALLY SUPPORTED
Faculty are allowed a maximum of 25 absent work days in a fiscal year covered by a colleague on a voluntary basis with no charge against creditable sick leave. Restriction do apply.

MILITARY LEAVE
Faculty serving as members of the organized militia or the Army, Navy, Air Force, Coast Guard, or Marine Reserves are entitled to leave with pay for military training for up to 15 days annually.

MISCELLANEOUS LEAVE INFORMATION
The following types of leave may also be available to faculty: Family and Medical Leave (FMLA), jury duty and legal action leave.

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 must arrange to have paychecks automatically deposited into either their bank or credit union account at no charge.

CREDIT UNION
The State Employees’ Credit Union (SECU) is available to all employees for services such as savings accounts, inter-bearing checking accounts, loans, and automatic teller machines.

WORKER’S COMPENSATION
All employees are covered by worker’s compensation insurance for injuries sustained during the performance of duty. Compensation is based on the nature of the injury and the employee’s salary at the time of injury.

ATHLETIC EVENTS
Most athletic events are free to employees upon presentation of a valid TU ID card.

LIBRARY
The Library facilities and services are available to employees upon presentation of a valid TU ID card.

UNITED BUYING SERVICE
Employees are eligible to utilize the United Buying Service (UBS) to purchase motor vehicles and home furnishings.

RECREATION AND WELLNESS SERVICES
The pool, gym, recreational facilities, and our state-of-the-art fitness center are available with valid TU ID card. Some charges may apply.

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

PARKING
Employees may purchase parking permits and AVI gate control devices that allow access to gated Faculty/Staff parking lots. Parking permits may be purchased pre-tax if paid for through payroll.
deduction. Subsidized MTA Transit passes can also be purchased pre-tax if paid through payroll deduction. Information on other parking and transportation programs and incentives can be found by visiting www.towson.edu/parking

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 III. USM Policy on Annual Leave for Faculty (II-2.40)
http://www.usmd.edu/regents/bylaws/SectionII/II240.html

Section IV. USM Policy on Accident Leave and Creditable and Non-Creditable Sick Leave for Faculty Members. (II-2.30)
http://www.usmd.edu/regents/bylaws/SectionII/II230.html

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

Section VI. Towson University Policy on Leave or Absence without Pay

A. Policy

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

The following conditions apply to leave without pay:

1. To be eligible for leave of absence without pay, a faculty member must be employed on a continuing or term contract and must normally have been employed for at least two semesters or twelve months prior to the beginning of the proposed leave. Continuation of employment of the individual upon termination of the leave without pay must be the expectation.

2. A leave without pay is ordinarily granted for no more than one full year.

3. Unless the president or designee stipulates otherwise, the period of leave without pay shall not be counted as service toward the faculty member’s eligibility for sabbatical leave.
4. A faculty member on leave without pay may continue to participate in retirement, medical, and health programs, and other benefit programs only to the extent and under such conditions as are permitted by each such program. Unless the president or designee stipulates otherwise, all costs of such participation in benefits during a leave without pay shall be borne by the faculty member.

B. Procedures

A faculty member applying for a leave of absence without pay must submit a request to the department chairperson six months in advance of the start of the proposed leave. Exception for less than six months may be made at the discretion of the president. The request must state clearly the reason for the proposed leave.

The department chairperson forwards the request with a recommendation to the dean of the college who forwards it along with the dean’s recommendation to the provost who makes a final recommendation. The request, if approved, is forwarded to the president for final approval.

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

Members of the Pension System on a qualified approved leave of absence will continue to earn eligibility and creditable service based on the normal and standard hours reported prior to the leave.

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

Privileges, benefits, and opportunities of a faculty member on leave of absence without pay, including the credit of the time to the accrual requirements for tenure or sabbatical leave, shall be granted only upon prior approval of the president.
A faculty member on leave of absence who wishes to resign must notify the provost in writing prior to May 15 unless the faculty member’s contract provides otherwise.

Approved by the President, June 19, 1992.
Extended Faculty Absence Request Form

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

Name:_________________________________________________________________________________

Department:____________________________________________________________________________

Date of Absence: From ___________________________ To ___________________________

Reason for Absence:__________________________

Plan for Substitute Teacher or Alternative Activities:________________________________________

Signature ___________________________________________ Date ___________________________

Chairperson Approval ______________________________ Date ___________________________

Dean’s Approval ________________________________ Date ___________________________

Provost’s Approval ______________________________ Date ___________________________
Section VII. USM Policy on Tuition Remission for Regular and Retired Faculty and Staff Employees (VII-4.10)

http://www.usmd.edu/regents/bylaws/SectionVII/VII410.html

Section VIII. USM Policy on Tuition Remission for Spouses and Dependent Children of Regular and Retired Faculty and Staff Employees (USM VII-4.20)

http://www.usmd.edu/regents/bylaws/SectionVII/

Section IX. Towson University Statement on Sabbatical Leave


Section X. Towson University Policy on Terminal Leave for Faculty

https://inside.towson.edu/generalcampus/tupolicies/documents/02-02.10%20Policy%20on%20Terminal%20Leave%20for%20Faculty.pdf

Section XI. USM Policy on Salary Advances. (VII-4.30)

http://www.usmd.edu/regents/bylaws/SectionVII/VII430.html

Section XII. USM Policy on Moving Expenses (VII-4.40)

http://www.usmd.edu/regents/bylaws/SectionVII/VII440.html
Chapter 5  Separation

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

Section II. USM Policy on Procedures for Appeals to USM Board of Regents of Decision to Terminate Tenured or Tenure-Track Faculty Members
http://www.usmd.edu/regents/bylaws/SectionII/II104.html

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 II.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 budget, the budget 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, except 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 an 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

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Chapter 6  Policies and Procedures for the Classroom

Section I. Towson University Policy on Instructional Space

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

Instructional space designated for special use, for example, genetics lab, TV/radio studios, photography lab, etc., though are usually assigned to particular departments because of the special limited use. Even so, this space may also occasionally be reassigned. Assignment of instructional space is dependent upon student enrollment, faculty course loads, the scope of the department’s academic program, and the changing needs of individual departments. Any alteration or re-designation of instructional space will be the result of prior consultation with the dean and Enrollment Services.

Departments must schedule courses during the established day/time matrix. Requests for exceptions for the day/time matrix must be referred to Enrollment Services for approval.

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

Approved by the Council of Deans, July 16, 1991

Section II. Towson University Policy on the Sale to Students of Instructional Materials from Which a Faculty Member May Earn Monetary Gain

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

A. The University adheres to the American Association of University Professors (AAUP) policy on the ethics of faculty, as outlined in the “Statement on Professional Ethics,” page 133, in the AAUP Policy Documents and Reports, 2001 edition.

B. The department, department chairperson, or a department committee shall review the materials specified in subsection E below to determine their instructional value. Decision-makers must approve use or sale of the mats before the beginning of the semester.
C. Upon approval, the department shall forward the necessary documentation (based on the opinion of the sponsoring faculty and the department chair) outlining the instructional value of the material to the appropriate college dean who will keep the documents on file.

D. In the case of the sale of material by faculty to students, the documentation submitted to the college dean by the department shall include, in addition to evaluation of the educational value of the material, certification of the cost to students. The documentation shall also include a procedure by which the faculty member shall receive the money without it being given directly to the faculty member by the student.

E. The instructional materials which must be evaluated include

1. Materials written by Towson University faculty which have been published by a commercial publishing company or a university press and which will be used in courses at Towson University.

2. Materials written by Towson University faculty which have been independently printed at Towson University or elsewhere and which will be used in courses at Towson University.

3. Materials that have been acquired by Towson University faculty for sale to students who are taking courses at Towson University.

Approved by the University Senate, May 11, 1983

Section III. Towson University Policy on Intellectual Property (04-03.20)


Section IV. Copyright Resource Center

The Copyright Resource Center serves as a central point to assist faculty with copyright permissions and custom publishing of course packets. The CRC is located on the first floor of the University Union in the Textbook Office of the University Store. The center will obtain permission for the use of any copyrighted material included in a course packet, and will handle all licensing fees associated with those materials. Completed course packets are sold in the University Store at rates established by CRC to recoup the production and licensing cost.

Section V. Towson University Guidelines on Double Sections

See Provost Office home web page under “Academic Resources:”


Section VI. Towson University Guidelines on Team Teaching
One serious consequence of the ever-increasing specialization in modern higher education has been fragmentation and compartmentalization of learning for students. They acquire facts and skills through individual specialized courses but they must struggle alone to find coherent patterns for these facts. One innovation in pedagogy serves to diminish the fragmentation and compartmentalization for students – team teaching.

In team teaching, students benefit from a synthesis of breadth and depth of knowledge. As individuals, participating faculty share highly specialized information with the class; at the same time, as a team, they are able to synthesize details into a comprehensive view.

Many benefits, to students, departments, and the general program, derive, therefore, from the team teaching approach. The term “team teaching” itself implies cooperation and planning. In the effective team two or more faculty members have united their special strengths to achieve clearly defined objectives through carefully planned pedagogical procedures. While an individual instructor may plan only from day to day, no team could afford such freedom. A careful long-range plan must guide the efforts of each team member 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 VII. 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 VIII. Faculty 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 IX. 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 B are 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 X. 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 XI. Undergraduate Academic Advising
Section XII. Accommodations for Students with Disabilities

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

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

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

Students must register with the Office of Disability Support Services (x42638). Students will provide faculty with a memorandum from DSS listing appropriate accommodations (e.g., extended testing time, distraction free testing area, note takers, tape recorder, etc.).

Section XIII. Policies, Procedures and Guidelines Affecting Students (Division of Student Affairs)

Student rights of privacy, expression, non-discrimination, and non-harassment must not be violated, but there are limits on those rights. Contact the Student Affairs Office for additional information.

http://www.towson.edu/studentaffairs/index.asp

Section XIV. Classroom Discrimination


Section XV. 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 “Towson University Statement of Rights and Responsibilities,” and “Towson University Student Code of Conduct – Individual Rights and Responsibilities – Classroom Expression.” (Appendix F in the TU Undergraduate Catalog.)

http://www.towson.edu/studentaffairs/policies/conduct.asp


Section XVI. Course Syllabus
The list of content is currently under review by Graduate and Undergraduate Curriculum Committees and shortly by SGA representatives (04-07-15).

Recommended Syllabus Content

1. Course catalog description (including prerequisites, if applicable)

2. Learning Outcomes

   In addition to learning outcomes, courses meeting University Core requirements must include the specific course-related outcomes from the University Core.

3. Statements of Requirements

   a. e.g., readings, tests, papers, projects, participation, etc.

   b. if the course is offered for both undergraduate and graduate credit, the statements of requirements must make it clear what amount and type of additional work is required of graduate students

4. Grading Scheme/Policy

   a. specific evaluation criteria should be included for each assignment indicating the maximum number of points or percentage for each assignment as it counts toward the final course grade

   b. how participation is graded must be clearly explicated so that students cannot question the grade (if applicable)

   c. the range of values that correspond to each final letter grade must be included

      TU undergraduate final grades are A, A-, B+, B, B-, C+, C, D+, D, F, or S, U (FX and I may or may not be included in the syllabus grading policy)

      TU graduate final grades are A, A-, B+, B, C, F or S, U (grade of FX, I, IP may or may not be included in the syllabus grading policy)

   d. if the course is offered for both undergraduate and graduate credit, the grading policy must clearly differentiate between undergraduate and graduate final grade schemes/policies
5. Policies

a. Attendance/absence policy as it relates to grades in this course, consistent with TU Class Attendance/Absence Policy

b. Late work policy, including penalties for late work (if any) and procedures for making up work in the case of absence (if allowed)

c. Academic integrity policy as it relates to grades for this course, consistent with TU Academic Integrity Policy

d. Course repeat policy: “Students may not repeat a course more than once without prior permission of the Academic Standards Committee.” (if course can be repeated for credit, provide a statement such as “May be repeated for a maximum of X credits.”)

e. Students with disabilities policy -- "This course is in compliance with Towson University policies for students with disabilities. Students with disabilities are encouraged to register with Disability Support Services (DSS), 7720 York Road, Suite 232, 410-704-2638 (Voice) or 410-704-4423 (TDD). Students who expect that they have a disability but do not have documentation are encouraged to contact DSS for advice on how to obtain appropriate evaluation. A memo from DSS authorizing your accommodation is needed before any accommodation can be made."

6. Course Content – e.g. a schedule of topics and assignments, providing information about what will be taught at each class meeting and assigned readings for each class meeting (if applicable)

7. Bibliography (required for upper level undergraduate and all graduate courses)


Section XVII. USM Policy Concerning the Scheduling of Academic Assignments on Dates of Religious Observance

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

Section XVIII. 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.

<table>
<thead>
<tr>
<th>Grades</th>
<th>Quality Points Per Credit Hour</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>4.00</td>
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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. S and 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 FX

FX is calculated in students’ QPAs. A grade of FX 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 FX 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 F 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 W is administrative, nonpunitive, and is not calculated in students’ QPAs. A grade of W is 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

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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.

Approved by the Academic Standards Committee, October 24, 1989

M. Posting Grades

Posting grades in any format is not permitted.
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 XIX. USM Policy for Review of Alleged Arbitrary and Capricious Grading
http://www.usmd.edu/regents/bylaws/SectionIII/III120.html

Section XX. 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 XXI. Towson University Faculty and Student Procedures Regarding Emergency Absence or Lateness of Faculty During Final Examinations

A. Student Procedure When Faculty Member is Late/Absent for the Final Examination.

If, because of an emergency, the faculty member is late, the absence of the faculty member should be reported to the department chairperson or designate immediately. Unless dismissed by the department chairperson or designate and instructed about makeup examination procedures, students should wait for thirty minutes after the beginning of the examination period. After waiting for this length of time, all students should sign an attendance list and include their telephone numbers. Students should designate two students as class representatives to take the attendance list to the
department chairperson/office. If the department office is closed, the class representatives should take the attendance list to the University Police office and ask to have it forwarded to the appropriate department chairperson.

B. Faculty Member Procedure When Absent from a Final Examination because of Emergency

1. The faculty member, when possible, must arrange for another day and time to give the final examination.

2. The faculty member may exempt students from taking the final examination if the students agree to receive the grade earned up to that time.

C. Faculty Member Procedure when Late for a Final Examination because of an Emergency

1. The faculty member must adjust the grade value for parts of the examination to allow for the time missed as a result of the lateness, or

2. The faculty member must permit the students additional time to complete the examination and make allowances for those students who cannot take advantage of the additional time.

Approved by the University Senate, April 7, 1986

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


Section XXIV. USM Policy on Faculty, Student and Institutional Rights and Responsibilities for Academic Integrity.

http://www.usmd.edu/regents/bylaws/SectionIII/III100.html
Section XXV. Cheating and Plagiarism: TU Academic Integrity Policy (03-01.00)
https://inside.towson.edu/generalcampus/tupolicies/documents/03-01.00%20Student%20Academic%20Integrity%20Policy.pdf

Section XXVI. 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 University 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.

i. Faculty/staff who wish to use their own vehicle for a field trip need to contact the Transportation Office for a “blue slip” (the faculty/staff member cannot be reimbursed without this form). If University transportation is available and the faculty/staff member still chooses to use his/her vehicle for 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 XXVII. Towson University Policy for the Care and Use of Vertebrate Animals

A. Introduction

The care and use of all vertebrate animals for research, testing and education at Towson University 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 XXVIII. 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.
Chapter 7  Additional Faculty Policies

Section I. USM Policy on Professional Commitment of Faculty
http://www.usmd.edu/regents/bylaws/SectionII/II310.html

Section II. USM Policy on the Regents Professorship
http://www.usmd.edu/regents/bylaws/SectionII/II130.html

Section III. USM Policy on Classified and Proprietary Work
http://www.usmd.edu/regents/bylaws/SectionIV/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. USM Policy on Jury Service for Faculty Members
http://www.usmd.edu/regents/bylaws/SectionII/II250.html

Section VI. 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.
Chapter 8  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/senate/facultydevelopment.asp

Section II. Policies and Procedures of the Towson University Faculty Development-Teaching Enhancement Grants Programs

Grants awarded through the Faculty Development Teaching Enhancement Program are intended to encourage and recognize faculty and departmental excellence in teaching and scholarship and are specifically intended for faculty self-improvement or renewal. Grants will be awarded primarily for human services, tuition or the purchase of equipment or supplies.

Because of the diversity of faculty and departmental needs, projects involving a wide range of scholarship, teaching, and curriculum will be considered, including development of new academic competencies by individuals.

These grants are separate from grants for faculty research and for travel to make presentations at scholarly meetings. Normally, Faculty Teaching Enhancement Grants are made during the fall and spring semesters. Summer projects designed to improve teaching are funded through the Summer MiniGrant Program.

A. Qualifications For a Faculty Teaching Enhancement Grant

1. The Faculty Development and Research Committee shall make grants for the following purposes:
   a. Faculty activities which advance the scholarship of the individual faculty member or of the department.
   b. Development of new or unique teaching methods.
   c. Development of new or unique curricular improvements.
d. Development of new academic competencies by individuals.

e. Manuscript preparation.

f. Adjunct faculty members are eligible to apply for FDDE grants. Fulltime visiting faculty and lecturers are eligible during the term of their contract.

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

a. Normal course development or activities which are part of a faculty member's regular responsibilities.

b. Pursuit of additional degrees beyond the normal terminal degree, unless they are part of an approved retooling plan.

c. 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.

B. Procedure

1. Deadlines for submission of applications for grants will normally be the first week of the fall and spring semesters.

2. Application forms will be available on the web and in all chairpersons' offices prior to announced deadlines.

3. No applications will be accepted after the stated deadline.

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. Budget items should be clearly itemized, including the cost per hour for any services.

6. All grant applications must include the signature of the faculty member's chairperson.

7. The original and eight (8) copies of the application must be submitted to the Faculty Development Office before the deadline.

C. Responsibilities of Faculty Members Receiving 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 no acknowledgment is received by the committee within that time, the funds will be reallocated to other applicants.

2. The faculty member is responsible for implementing the 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. Any publication resulting from the project and any public announcements of conferences, exhibits, or performances at which results of the project are presented must acknowledge the support of the University and Research Committee of Towson University.

4. A written report of the results of the grant project must be submitted no later than the date stipulated in the letter awarding the grant or by the date requested by the Office of University Research Services. The report should include an account of
all expenditures made under a given grant. All expenditures must be justified by receipts. The only exceptions to this rule are expenditures for which no direct receipt can be obtained, such as travel by car. All funds not spent by the end of the stipulated time must be returned to the University. If the grant recipient fails to submit an acceptable report, the committee may request that all funds be returned to the University and/or that the recipient be ineligible for any future grants under the FDRC submission program.

Approved by the Faculty Development and Research Committee

Section III. Policies and Procedures of the Towson University Summer Mini-grant Program

One of the preeminent objectives of the Office of University Research Services (OURS) is to promote an ongoing review of efforts to provide quality education to students. The MiniGrant Program is designed to give faculty an opportunity during the summer months to spend time working on ways to improve the instructional program at Towson. Proposals may be directed towards any segment of the academic program, including day, evening, or summer at the undergraduate and/or graduate level. Grants are made for projects of exceptional merit and cannot be given for course development that is part of the "normal" expectation of all faculty.

A. Qualifications For A Summer MiniGrant From The Faculty Development And Research Committee

1. Grants are awarded primarily for human services and for the purchase of equipment, supplies, etc. Ordinarily, clerical services should be provided by the applicant's department. Requests for funds to purchase equipment, supplies, or services will be considered but are not encouraged. Funds for the latter will come from the operating budget of the University, so funding is very limited.
2. The amount of stipends may vary according to the availability of funds, the nature of the proposal and the length of time required for completion. Applicants should note that the stipend is taxable.
3. Ordinarily, the grant period should not continue beyond the beginning of the fall semester. Where it is necessary to perform certain evaluation techniques during the academic year, this should be clearly spelled out in the proposal.

B. Procedures

1. Nine copies of the application must be submitted to the OURS. The deadline for applications will be announced annually.
2. Applications received after the announced deadline will not be considered for funding.
3. Application forms will be available on the web and in all chairpersons’ offices prior to the announced deadlines.
4. Applications which do not follow the prescribed format and procedures and/or exceed the requested length may be disqualified at the committee's discretion.
5. Applications must be signed by chairpersons as an acknowledgment that the chairperson has read the proposal. The signature does not indicate approval or
C. Responsibilities of Faculty Members Receiving Summer MiniGrants

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 no acknowledgment is received by the committee, the funds will be reallocated to other applicants.

2. The faculty member 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. Any publication resulting from the project and any public announcements of conferences, exhibits, or performances at which results of the project are presented must acknowledge the support of the Faculty Development and Research Committee of Towson University.

4. A written report of the results of the grant project must be submitted no later than the date stipulated in the letter awarding the grant or by the date requested by OURS. The report should include an account of all expenditures made under a given grant. All expenditures must be justified by receipts. The only exceptions to this rule are expenditures for which no direct receipt can be obtained, such as travel by car. All funds not spent by the end of the stipulated time must be returned to the University. If the grant recipient fails to submit an acceptable report, the committee may request that all funds be returned to the University and/or that the recipient be ineligible for any future grants under the FDRC Program.

Approved by the Faculty Development and Research Committee, January 5, 1994

Section IV. Policies and Procedures of the Towson University Grant-Writing Assistance Awards Program

A. Purpose

In recognition of the significant increase in scholarly production among the faculty and to assist those engaged in research who need larger funding than is currently available through Faculty Research Grants, a grant program to assist in the writing of major grant proposals has been established. Faculty who are pursuing grants from agencies outside the University may apply for monetary grants for assigned time awards.

B. Application Procedures To apply for a Grant Writing Assistance Award faculty must submit:

1. a prospectus explaining the purpose of the grant and an overview of the research project.

2. a copy of the agency grant application and a statement of why the research
project is appropriate for this particular agency's program.
3. a statement of the timetable for writing the grant application.
4. a draft of the proposal budget by line item.
5. if assigned time is requested, an explanation of how the assigned time would be used to reduce teaching responsibilities.
6. if a monetary grant is requested, an itemized budget of how the money would be spent.

The application for a Grant Writing Assistance Award should be submitted in triplicate to the Associate Vice President for Faculty Development.

C. Application Deadline

Because grant deadlines for funding agencies vary, an application for a Grant Writing Assistance Award may be submitted at any time during the academic year. Requests for assigned time, however, must be made one full semester in advance of when the actual assigned time will be used in order to permit department chairpersons to adjust teaching schedules.

Approved by the Provost, October 10, 1988

Section V. Office of Sponsored Programs and Research
http://www.towson.edu/main/research/ours/

Section VI. USM Policy on Solicitations and Acceptance of Sponsored Proposals
http://www.usmd.edu/regents/bylaws/SectionIV/IV200.html

Section VII. Towson University Policies and Procedures for Sponsored Projects
http://www.towson.edu/main/research/ours/

Section VIII. Towson University Guidelines for Contracts between External Agencies and Faculty or Academic Departments
http://www.towson.edu/main/research/ours/

Section IX. USM Policy on Human Subjects of Research
http://www.usmd.edu/regents/bylaws/SectionIV/

Section X. Towson University Policy on Protections of Human Participants in Research Conducted by or with Faculty, Staff, Students
http://grad.towson.edu/ours/irb/IRB_website.htm

Section XI. Towson University Policy for Research/Grant Contractual Personnel Employment
http://www.towson.edu/main/research/ours/

Section XII. USM Patent Policy
http://www.usmd.edu/regents/bylaws/SectionIV/IV300.html
Section XIII. Towson University Policy on Intellectual Property (04-03.20)

Section XIV. Towson University Procedures on Conflict of Interest for Faculty Interest in Sponsored Research or Development (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 XV. Policies and Procedures for Inquiries and Investigations Concerning Allegations of Scholarly Misconduct

A. USM Policy:
http://www.usmd.edu/regents/bylaws/SectionIII/III110.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 9  Related University Policies

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

Members of the Towson University community have the rights and responsibilities of all citizens, as well as those of their particular roles within the University community. All members share in these rights and have a concomitant obligation to respect the exercise of these rights by others:

- The fundamental rights of citizens;
- The rights of members based upon the nature of the Educational process;
- The rights of the University;
- The rights of members to representation in establishing fair and equitable procedures for determining when and upon whom penalties for violation of campus rules should be imposed, and in implementing these policies.

A. As citizens, members of the campus enjoy the same basic rights and are bound by the same responsibilities for respecting the rights of others as are all citizens.

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 campus is not a sanctuary from the general law.

5. The campus does not stand in loco parentis for its members.

6. Each member of the campus has the right to organize his or her own personal life and behavior, so long as it does not violate the law or agreements voluntarily entered into and does not interfere with the rights of others or the educational process.

B. 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 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 area 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, and the report on faculty evaluation.
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. 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. 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.

   2. Right to prohibit

      a. 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.

   3. 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.

   4. 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.

5. 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;

c. 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. 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

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

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 responsibilities for the governance of their institution.

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
https://inside.towson.edu/generalcampus/tupolicies/documents/07-06.30%20Consensual%20Relations%20with%20Students1.pdf

Section V. Towson University Guidelines on Use of Prayer or Other Religious Activities
https://inside.towson.edu/generalcampus/tupolicies/documents/06-07.00%20Policy%20on%20Campus%20Ministries.pdf

Section VI. Towson University Policy on Diversity and Equal Opportunity

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


Section VII. TU Sexual Assault Policy and Procedures (06-1.30)
Section VIII. Towson University Guidelines for Responsible Computing
https://inside.towson.edu/generalcampus/tupolicies/categorylist.cfm?thecategory=Information%20Technology
https://inside.towson.edu/generalcampus/tupolicies/categorylist.cfm?thecategory=Information%20Technology

Section IX. Towson University Electronic Mail Policy (10-03.00)
https://inside.towson.edu/generalcampus/tupolicies/documents/10-03.00%20Electronic%20Mail%20Policy.pdf

Section X. USM Policy on Acts of Violence and Extremism
http://www.usmd.edu/regents/bylaws/SectionVI/VI110.html

Section XI. Towson University Policy on Threats and Violence (06-01.10)

Section XII. Towson University Weapons Policy (06-01.11)

Section XIII. Disruptive Student Enrolled in a Class

A disruptive student may be sanctioned pursuant to the 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 should 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 Judicial Affairs. For information on denial of access, contact University police.

Section XIV. Towson University Policy on Suspension in Case of Campus Disruption

A. Campus Regulations
   1. Violence, the willful damage of property, the forceful occupation of buildings, the intimidation of members of the University community, or the willful disruption of any class or scheduled meeting may be cause for immediate suspension from the University.

   2. Upon suspension the individual is expected to leave the campus immediately and to make no appearances on campus until the suspension is over or until special exception is granted by the Vice President for Student Affairs.
3. In addition to suspension, violators may be charged under State law, including Title 26101 of the Education Article of the Annotated Code of Maryland, prohibiting disruption of classes or molesting students or employees of the University. A conviction may be used as evidence in the campus hearing.

B. Procedures and Definitions

1. Should an instructor or the person in charge determine that the action of an individual(s) present constitutes a disturbance of the class or meeting, and should the offending party refuse to leave immediately, a state of disruption shall exist by definition and the proper authorities of the University shall be contacted.

2. The president extends authority for suspension to the provost and to the vice president for student affairs and to such other persons who may be authorized to be the representative of the president at that time.

3. In cases involving faculty, the authority for suspension shall, whenever possible, be extended to the provost who may act as the representative of the president. In the absence of both the president and the provost authority for faculty suspension will be extended to a designated dean of a college with academic departments.

C. Hearings and Appeals

1. The individual charged shall be afforded all the rights and privileges stated in the Towson University Judicial Code.

2. At the end of the period of suspension, a student may re-enter without further appeal. Formal application for readmission, however, is required.

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

Approved by the University Senate, September 7, 1982
Revised and Approved by the President, July 21, 1992

Section XV. USM Policy on Emergency Conditions: Cancellation of Classes and Release of Employees
http://www.usmd.edu/regents/bylaws/SectionVI/VI1200.html

Section XVI. 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 XVII. 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 XVIII. 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 of the University System of Maryland, bears a major responsibility for continuing education outreach to its communities. This document outlines academic, administrative, and fiscal responsibilities for all non-credit activities sponsored by a school/college, academic department, center, institute, or other unit of the Division of Academic Affairs of the University. Policies and procedures governing the conduct of these activities are set forth. Exceptions to the policies and procedures presented must be approved in advance by the provost. References to non-credit activity policies and procedures pertain only to the Division of Academic Affairs of the University.
In this report, “sponsor” designates the college, academic department, center, institute, or other unit of the University assuming responsibility for the event’s content, organization, marketing, administration, and/or academic quality. The sponsorship must be clearly indicated on the event’s promotional literature and publications. Events may be conducted in cooperation with or may be supported by inside (within the University) units or by outside (external to the University) agencies. An appropriate University staff member or sponsor shall be designated as the University’s representative in all matters related to the organization and administration of all non-credit activities conducted by outside agencies.

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
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 XIX. 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 XX. Collections and Donations

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

Section XXI. 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

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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 XXII. 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 XXIII. Towson University Policy on Substance Abuse for Faculty, Staff and Students (07-01.10)

Section XXIV TU Smoke Free Campus Policy (06-14.00)

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

Section XXVII –Classroom Copying of Books and Periodicals, TU Policy on Intellectual Property (04-03.20)

Section XXVIII Towson University Student Academic Integrity Policy (03-01.00)
https://inside.towson.edu/generalcampus/tupolicies/documents/03-01.00%20Student%20Academic%20Integrity%20Policy.pdf

Section XXIX Towson University Policy on Intellectual Property (04-03.20)
Section XXX Towson University Policy on the Reporting of Suspected Child Abuse and Neglect