

TABLE OF CONTENTS



FACULTY HANDBOOK
Table of Contents

Section I - Organization of the Faculty

I.	Constitution of the Faculty of the University of Delaware	I - 1
—	Section I	I - 1
—	Section II	I - 1
—	Section III	I - 1
—	Section IV	I - 2
—	Section V	I - 4
—	Section VI	I - 4
—	Section VII	I - 4
—	Section VIII	I - 4
—	Section IX	I - 5
II.	Bylaws and Regulations of the University Faculty Senate	I - 5
A.	Quorum	I - 5
B.	Order of Business	I - 5
C.	Standing Committees	I - 5
D.	Changes in Bylaws, Rules and Regulations	I - 6
E.	Regular Meetings	I - 6
F.	Special Meetings	I - 6
G.	Summer Meetings	I - 6
H.	Procedural Regulations	I - 6
I.	Rights and Responsibilities of Senators	I - 6
J.	Election by Senators	I - 7
K.	Election of Officers of the Senate	I - 7
L.	Responsibilities and Powers of Officers	I - 8
M.	Responsibilities and Powers of Committees	I - 9
N.	Powers Delegated to the Several Colleges and Divisions	I - 9
O.	Privileges Delegated to the Several Colleges and Divisions	I - 10
III.	Standing Committee System of the Faculty and Its Senate	I - 11
—	General Provisions Regarding Committees	I - 11
—	Academic Appeals, Committee on	I - 12
—	Academic Priorities Review Committee	I - 12
—	Committees and Nominations, Committee on	I - 13
—	Cultural Activities and Public Events, Committee on	I - 15
—	Diversity and Affirmative Action, Committee on	I - 15
—	Education, Coordinating Committee on	I - 15
—	Executive Committee	I - 16
—	Faculty Welfare and Privileges, Committee on	I - 16
—	Graduate Studies, Committee on	I - 17
—	Instructional, Computing and Research Support Services, Committee on	I - 18
—	International Studies, Committee on	I - 18
—	Library Committee	I - 19
—	Promotions and Tenure, Committee on	I - 19
—	Research, Committee on	I - 19

— Retiring, Retired and Emeriti Faculty Subcommittee	I - 20
— Rules, Committee on	I - 20
— Student and Faculty Honors, Committee on	I - 20
— Student Life, Committee on	I - 21
— Undergraduate Studies, Committee on	I - 21

Section II - Conduct of the Academic Program

I. General Administrative Responsibilities	II - 1
II. Selected Academic Policy Statements	II - 3
1. Holding Classes	II - 3
2. Examinations and Tests	II - 4
3. Student Dishonesty	II - 4
4. Student Grievance Procedure	II - 5
a. Definition of a Student Complaint	II - 5
b. Procedure	II - 5
c. Remedial Action	II - 7
5. Grades	II - 8
6. Advisement and Registration	II - 8
7. Student Class Attendance	II - 9
8. Policy for the Use of Videotaped Courses	II - 10
9. Center for Teaching Effectiveness	II - 10
a. Purpose	II - 10
b. Policy	II - 10
1) Fellowships and Grants	II - 10
2) Programs	II - 11
3) Consulting	II - 11
4) Graduate Teaching Assistants (GTAs)	II - 11
5) Publications	II - 11
6) Resources	II - 11
10. Priorities in Research	II - 11
11. General University Research and Professional Development	II - 11
12. The University of Delaware Research Foundation	II - 12
13. Delaware Research Partnership	II - 12
14. Research Contracts and Grants Administration	II - 12
15. Conflict of Interest in Research	II - 12
16. Misconduct in Research	II - 15
17. Patent Policy	II - 16
18a. Copyrights and Publishing	II - 16
18b. Computer Software	II - 17
18c. Policy on Audiovisual Works	II - 18
19. Policy on Human and Animal Subjects in Research	II - 19
20. Statement on Guidelines for Faculty Involvement Related to Extraordinary Financial Circumstances	II - 19
21. Hazardous Chemical Information Policy	II - 21
— Purpose	II - 21
— Effective Date	II - 21
— Responsibility	II - 21
— Hazardous Chemicals	II - 21
— Employees and Students	II - 22

—	Notice to Employees	II - 22
—	Material Safety Data Sheets	II - 22
—	Labels	II - 23
—	Work Place Chemical List	II - 23
—	Emergency Information	II - 24
—	Employee and Student Training Programs	II - 24
—	Rights of Employees and Students	II - 25
—	Penalties	II - 25
—	Additional Information and Assistance	II - 25
22.	Field Experience Programs	II - 26
—	Definition of Field Experience	II - 26
—	University-wide Course Number	II - 26
—	Department Guidelines	II - 26
—	Evaluation Procedures	II - 26
—	Work for Credit and Pay	II - 26
—	Time Credit Requirement	II - 26
—	Grading	II - 26

Section III - Personnel Policies for Faculty

A.	Faculty Appointment Policy	III - 1
A.1	Conditions of Employment	III - 1
1.	Academic and Administrative Personnel	III - 1
2.	Non-Tenure Track Faculty	III - 2
1.	Scope	III - 2
2.	Appointments: Continuing or Temporary Non-tenure Track Faculty	III - 2
3.	Types of Non-tenure Track Faculty	III - 3
4.	Academic Rank	III - 3
5.	Term and Contract Renewal	III - 3
6.	Sabbaticals	III - 4 - a
7.	Merit Pay	III - 4 - a
8.	Peer Reviews	III - 4 - a
9.	Career Development and Salary Adjustments	III - 4 - a
3.	Lecturer	III - 4 - b
3a.	Contingency Contracts	III - 4 - b
4.	Adjunct or Clinical Faculty	III - 4 - b
5.	Retirement and Emeritus Status	III - 4 - c
6.	Access to Personnel Records	III - 4 - c
B.	Academic Freedom	III - 4 - c
B.1	Policy and Procedures for Informal Course-Related Student Complaints	III - 5
B.2	University Policy against Sexual Harassment	III - 6
I.	Policy	III - 6
II.	Complaint Procedures	III - 7 - a
A.	Lodging a Complaint	III - 7 - a
B.	Informal Procedures	III - 7 - a
C.	Formal Redress	III - 7 - b
B3.	Statement on Professional Ethics	III - 7 - b

C.	Distribution of Published Materials on Campus	III - 8
D.	Teaching Responsibilities	III - 9
—	Regular Sessions	III - 9
—	Continuing Education	III - 9
	1. Course Scheduling	III - 9
	2. Hours of Instruction	III - 9
	3. Cancellation of Classes	III - 10
	4. Make-Up Classes	III - 10
	5. Admission to Classes	III - 10
	6. Changes in Registration	III - 10
	7. Student Advisement	III - 10
	8. Class Lists	III - 10
	9. Attendance	III - 11
	10. Submission of Grades	III - 11
	11. Change of Grades	III - 11
	12. Student Dishonesty	III - 11
	13. Textbooks	III - 11
	14. Course Evaluations	III - 11
	15. Classroom Supplies	III - 12
	16. Emergency Procedures	III - 12
	17. Continuing Education Faculty Payment	III - 12
	18. Continuing Education Faculty Parking	III - 12
	19. Identification	III - 12
—	Special Sessions	III - 13
	1. Teaching Load	III - 13
	2. Travel	III - 13
	3. Compensation	III - 14
E.	Graduate Faculty	III - 15
F.	Faculty Workload	III - 15
	1. Research and Publications	III - 15
	2. Workload Policy Guidelines	III - 15
	I. Consistency between Workload Policy and Other Policies	III - 15
	II. Procedure for Approval of a Unit's Workload Policy	III - 16
G.	Additional University Payments to Faculty	III - 16
H.	Outside Employment	III - 18
—	Jury Duty	III - 18
—	University of Delaware Faculty as Graduate Students	III - 19
I.	Evaluation of Faculty	III - 19
	1. Evaluation of Faculty Members	III - 19
—	Principles	III - 19
—	Specific Procedures	III - 20
	a. Periods of Evaluation	III - 20
	b. Departmental Responsibility	III - 20
	c. Submission and Evaluation of Documents and Other Evidence	III - 20
	d. Administrative Evaluations	III - 21
	e. Reporting Results of Reviews	III - 21
	f. Appeals	III - 21
	2. Categories of Faculty Activity	III - 21
—	Principles	III - 21

—	Specific Definitions	III - 22
a.	Teaching	III - 22
b.	Scholarly, Creative, and/or Professional Development	III - 22
c.	Service	III - 22
J.	Salaries	III - 23
J.1	Benefits for Limited Term Faculty/Professional Employees	III - 23
1.	Visiting Faculty	III - 23
2.	Temporary Faculty/Professional Employees	III - 23
K.	University Guidelines for Faculty Promotion and Tenure: Promotion Policy	III - 24
1.	Introduction	III - 25
2.	Minimum Standards for Promotion	III - 25
3.	Candidate's Rights and Responsibilities	III - 26
4.	Departmental Responsibilities	III - 27
5.	Promotion Procedures at the College Level	III - 28
6.	The University Committee on Promotions and Tenure	III - 28
7.	The Provost	III - 29
8.	Schedule	III - 29
9.	Promotion Dossiers	III - 30
a.	Introductory Material	III - 30
1.	Contents and Guidelines	III - 30
2.	Application for Promotion	III - 30
3.	Internal Recommendations	III - 31
4.	External Recommendations	III - 31
b.	Evidential Materials	III - 31
1.	Teaching	III - 31
2.	Scholarship	III - 31
3.	Service	III - 33
10.	Career Development of Assistant Professors	III - 34 - a
11.	Changes in Departmental Priorities	III - 34 - a
L.	Tenure	III - 34 - a
M.	Resignations	III - 35
—	Final Checks	III - 35
N.	Terminations and Nonrenewals	III - 35
—	Terminations	III - 35
—	Nonrenewals	III - 36
—	Tenure and Salary of Appointees to Positions Paid from Limited Term Grants	III - 36
—	Mediation and Hearing of Complaints by the Committee on Faculty Welfare and Privileges	III - 36
O.	Leave of Absence	III - 37
1.	Academic Leave of Absence for One or More Semesters	III - 37
2.	Sick Leave	III - 37
3.	Maternity Leave	III - 38
4.	Family Leave	III - 39
5.	Medical Leave	III - 39
6.	Sabbatical Leave	III - 40
—	Purpose of Sabbatical Leave	III - 40

—	Qualifications for Sabbatical Leave	III - 40
—	Application Procedure	III - 41
—	Compensation	III - 41
—	Accountability	III - 42
7.	Faculty Exchange Program	III - 42
8.	Military Leave Policy	III - 43
P.	Substance Abuse Policy	III - 44
1.	Employees with More Than Two Years of Service (or with tenure)	III - 44
2.	Employees with Less Than Two Years of Service (and who do not have tenure)	III - 45
P.1	Drug-Free Work place	III - 45
Q.	Employment of Members of the Same Family	III - 46
R.	Affirmative Action	III - 46
S.	Academic Support Services	III - 46
1.	Library	III - 46
2.	University Media Services	III - 47
3.	The Office of Information Technologies	III - 47
4.	The University of Delaware Press	III - 47
5.	Disability Services	III - 47
6.	The Academic Services Center	III - 47
T.	Faculty, Professional, and Staff Travel	III - 48
A.	Principles	III - 48
B.	Approvals	III - 48
1.	Prior Approval of Travel	III - 48
2.	Approval of Expense Payment or Reimbursement	III - 48
C.	Funding Travel Expenses	III - 49
1.	Corporate Charge Card	III - 49
2.	University Travel Agency (UTA)	III - 49
3.	Cash Advances	III - 49
a.	Eligibility	III - 49
b.	Procedure	III - 50
D.	Reimbursement of Travel Expenses	III - 50
1.	Procedure	III - 50
2.	Receipts	III - 51
3.	Meals	III - 51
4.	Lodging	III - 51
5.	Expenses for Spouse	III - 51
6.	Registration Fees	III - 52
7.	Transportation	III - 52
a.	Air Travel	III - 52
b.	Train or Bus	III - 52
c.	Taxi Fares	III - 53
d.	Automobile	III - 53
(1)	Rentals - Commercial	III - 53
(2)	University Owned Vehicles	III - 53
(3)	Privately Owned Vehicles	III - 53
e.	Parking and Toll Charges	III - 54 - a
8.	Non-Reimbursable Expenses	III - 54 - a
9.	Miscellaneous	III - 54 - a
E.	Approval of Exceptions	III - 54 - a
F.	Student Travel	III - 54 - a

G.	Extended Stays	III - 54 - a
1.	Study-Travel Programs	III - 54 - a
a.	Lodging and Travel	III - 54 - b
b.	Meals and Incidental Expenses	III - 54 - b
2.	Spouse and Dependents	III - 54 - b
H.	Travel Expenses of Non-University Personnel	III - 54 - b
I.	Questions	III - 54 - c
T.1	Faculty, Professional, and Staff Entertainment of University Guests	III - 55
1.	Non-university Personnel	III - 55
2.	University Personnel	III - 56
3.	Approval of Exceptions	III - 56
U.	Office Hours of Faculty	III - 56
V.	Attendance at Convocations and Commencement Exercises	III - 56
W.	Engagement in Political Activity	III - 57
X.	Conflict of Interest and Ethical Conduct	III - 57
X.1	Academic Conflicts of Interest	III - 57
X.2	Equity Interest	III - 58
X.3	Censorship and Surveillance	III - 58
Y.	University Guidelines for Writing Letters of Recommendation	III - 58
Z.	Engagement of Consultants	III - 60
Z.1	Responsible Computing	III - 61
—	Preamble	III - 61
—	Policy	III - 61
—	Implementation	III - 62
—	Enforcement	III - 62

Section IV - Councils and Administrative Committees of the University

A.	Organization of the University	IV - 1
B.	Councils and Committees	IV - 1
1.	Provost's Executive Committee	IV - 1
2.	Academic Program Review and Planning	IV - 1
3.	Advisory Councils	IV - 2
4.	University Council on Teacher Education	IV - 2
5.	Faculty-Trustee Committee on Honorary Degrees and Awards	IV - 3
6.	Athletics Governing Board	IV - 3
7.	Employee Advisory Councils	IV - 3
a.	Professional Advisory Council (PAC)	IV - 3
b.	Salaried Staff Advisory Council (SSAC)	IV - 4
8.	Risk Management Advisory Council	IV - 4
9.	Radiation Safety Committee	IV - 4
10.	Biohazard Committee	IV - 5
11.	Commission on the Status of Women	IV - 5
12.	The President's Commission to Promote Racial and Cultural Diversity	IV - 5
13.	University Council on International Programs	IV - 5

Section V - Personnel Benefits and Miscellaneous Information

A.	Group Life Insurance	V - 1
B.	Medical Insurance	V - 1
B.1	Dental Plan	V - 1
C.	Total Disability Insurance	V - 1
D.	Federal Social Security	V - 2
E.	University Programs for Retirement	V - 2
1.	Retirement Programs	V - 2
a.	Teachers Insurance and Annuity Association (TIAA)/College Retirement Equities Fund (CREF) and Fidelity Investments	V - 2
b.	Supplemental Retirement Programs	V - 3
c.	Delaware State Employees' Pension Plan	V - 3
d.	Agricultural Extension Retirement Plan	V - 3
2.	Other Benefits for Retired Employees	V - 3
a.	Separation Payment	V - 3
b.	Life Insurance and Death Benefit	V - 3
i.	Life Insurance	V - 3
ii.	Death Benefit	V - 4
c.	Health Care Coverage	V - 4
i.	Medical Benefits	V - 4
ii.	Dental Benefits	V - 4
iii.	Blood Bank	V - 4
iv.	Annual Physical	V - 4

d.	Educational Benefits	V - 4
i.	Course Fee Waiver	V - 4
ii.	Tuition Remission	V - 4
iii.	Cooperative Tuition Exchange	V - 4
e.	University ID Card	V - 5
f.	University Transit Services	V - 5
F.1	Physical Examination	V - 5
F.2	Wellness	V - 5
G.	Blood Bank	V - 5
H.	Rental Housing	V - 5
I.	Financial Assistance Plans for Residential Purchases	V - 5
1.	Mortgage Loans	V - 5
2.	Neighborhood Mortgage Assistance Program	V - 6 - b
3.	Home Purchase Assistance Program	V - 7
J.	Course Fees, Waivers - Resident Rates	V - 7
J.1	Tuition Remission Program	V - 7
K.	University Facilities and Equipment	V - 8
L.	Smoking Policy	V - 9
M.	Post Office and Mail Service	V - 9
N.	University Bookstore	V - 9
O.	Graphic Communications	V - 10
P.	Telephone Service	V - 10
Q.	Parking on Campus	V - 10
R.	Liability Insurance and Indemnification	V - 11
S.	Publications	V - 11
T.	Notaries Public	V - 12
U.	University of Delaware Blue and Gold Club	V - 12
V.	ID Card	V - 12
W.	Use of University Facilities by On-campus Groups	V - 13
W.1	Policies Covering Use of University Facilities	V - 14
X.	Disruptive Behavior	V - 14
Y.	Institutional Memberships in Professional Organizations	V - 15

Appendix A - The Charter of the University of Delaware

Preface	A - 1
Restatement of the Charter of the University of Delaware	
8 Delaware Code (1953) Title 14, Chapter 51, Page 655, Sec. 5101, et seq.	A - 2
Par. 5101. Corporate status, membership, and perpetuity	A - 2
Par. 5102. Purpose	A - 2
Par. 5103. Nonsectarian, nonpartisan institution	A - 2
Par. 5104. Powers of University	A - 2
Par. 5105. Board of Trustees; composition, selection, term and vacancies	A - 3
Par. 5106. Powers of Board	A - 3
Par. 5107. Meetings of Board; notice	A - 4
Par. 5108. Quorum and failure to attend meetings or accept appointment	A - 4
Par. 5109. Audit of accounts	A - 4
Par. 5110. President's report	A - 5
Par. 5111. Faculty; powers	A - 5
Par. 5112. Endowment fund	A - 5
Par. 5113. Donations; misnomer	A - 5
Par. 5114. Eminent domain; condemnation	A - 5
Par. 5115. Authority to issue bonds	A - 6
Par. 5116. Bonds as legal investments for Institutions and Fiduciaries	A - 7
Par. 5117. Credit of State not pledged	A - 7

Appendix B - The Bylaws of the Board of Trustees

Contents	B - 1
Chapter 1 Pertaining to the Board of Trustees	B - 3
I. Composition and Method of Appointment of the Board of Trustees	B - 3
II. Meetings of the Board of Trustees	B - 3
A. Regular Meetings	B - 3
B. Special Meetings	B - 3
C. Notice of Meetings	B - 3
D. Quorum	B - 3
E. Ex Officio Members	B - 3
F. Order of Business at Meetings of the Board	B - 4
G. New Business	B - 4
H. Conflict of Interest	B - 4
III. Officers of the Board and Their Duties	B - 4
A. Chairman	B - 5
B. Vice Chairman	B - 5
C. Chairman pro tempore	B - 5
D. Secretary	B - 5
E. Treasurer	B - 5
IV. Standing Committees of the Board and Their Duties	B - 6
A. Executive Committee	B - 6
B. Committee on Academic Affairs	B - 6
C. Committee on Finance	B - 6

D.	Committee on Grounds and Buildings	B - 7
E.	Committee on Honorary Degrees and Awards	B - 7
F.	Committee on Public Affairs and Advancement	B - 7
G.	Committee on Student Life and Athletics	B - 7
V.	Special Committees	B - 7
VI.	Appointment of Committees	B - 8
VII.	Committee Reports	B - 8
VIII.	Visiting Committees	B - 8
Chapter 2	Pertaining to the Faculty and Officers of the University	B - 10
I.	Educational Subdivisions of the University	B - 10
II.	The Faculty	B - 10
III.	Administrative Officers of the University	B - 11
A.	President	B - 11
B.	Provost	B - 12
C.	Executive Vice President	B - 12
D.	Vice President and University Treasurer	B - 12
E.	Vice President for Student Life	B - 12
F.	Vice President for Administration	B - 13
G.	Vice President and University Secretary	B - 13
H.	Vice President for Development and Alumni Relations	B - 13
I.	Vice President for Information Technologies	B - 14
J.	Academic Deans of the University	B - 14
K.	Chairs of Academic Departments	B - 14
Chapter 3	Indemnification of Trustees, Directors, and Officers	B - 15
Chapter 4	Alteration or Amendment of Bylaws	B - 16
Index	Index - 1	

