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Academic Freedom Statement

It is recognized that if faculty members are to teach and carry on research effectively, academic freedom is necessary. Academic freedom is the freedom of the faculty to teach and speak out as the fruits of their research and scholarship dictate, even though their conclusions may be unpopular or contrary to public opinion. Both within and outside the classroom, the faculty should exhibit the accuracy, restraint, and respect for the opinions of others appropriate to educators and persons of learning. In relations with the public, they should make it clear at all times whether they speak as private citizens, as experts on the subject in question, or as institutional spokesmen. In speaking as private citizens, faculty should make clear that they are doing so. In this connection, use of University titles should be permitted for identification purposes only, and it should be made clear that institutional endorsement is not implied.

The following statements were passed by the University Faculty Senate and were adopted as policy by the University administration and on May 31, 1979, by the Board of Trustees.

The teacher is entitled to full freedom in research and in the publication of results, but research for pecuniary return should be based upon an understanding with the authorities of the University.

The teacher is entitled to freedom in the classroom in discussing his or her subject but should be careful not to introduce into his or her teaching matter that which has little or no relation to the subject.

Classroom visitations for the purpose of teaching evaluations are compatible with academic freedom, but such visitation shall adhere to reasonable procedures contained in a written statement approved by a majority of department faculty. (Approved by Faculty Senate and amended by the Committee on Education and Training of the Board of Trustees, December 10, 1980)

The teacher is an individual, a member of a learned profession, as well as a member of an educational institution. When speaking as an individual, he or she should be free from institutional censorship or discipline, but his or her special position in the community imposes special obligations. As a person of learning and as an educator, the teacher should remember that the public may judge his or her profession and institution by his or her utterances. Hence the teacher should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he or she is not an institutional spokesperson.

Members of the University community are free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They are free to support causes by orderly means including any means of peaceful assembly or advocacy that do not infringe upon the rights or freedoms of others. Members of the University community are allowed to invite, to hear, and to see speakers, creative performers and artistic presentations of their own choosing. Guest appearances must not interfere with the University's regular instructional, research, and service programs. Except for ceremonial occasions, invited speakers and art presenters should be prepared for a reasonable public discussion of their expressed views.

Invited speakers and art presenters are accorded the full courtesy and protection appropriate to a university community. Individuals or groups who engage in actions designed to obstruct or in any way to prevent the speaker from speaking and the art presenter from presenting or displaying any form of artistic expression are subject to discipline and to financial responsibility in the event of damage to property or person.

The institutional control of campus facilities is not to be used as a device of censorship. Sponsorship of guest speakers and art presenters does not imply approval or endorsement of the views expressed, either by the sponsoring unit or the University.



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Professional Ethics Statement

It is University policy that "employees are expected at all times, to respect the rights of the University, it's students, visitors and other members of the University community. Inherent in this responsibility is the obligation to be courteous, respectful, honest, and to protect the University environment."

On April 3, 1995, the University Faculty Senate adopted the following statement on professional ethics, taken from the 1990 edition of the AAUP *Policy Documents and Report*.

1. Introduction

From its inception, the American Association of University Professors has recognized that membership in the academic profession carries with it special responsibilities. The Association has consistently affirmed these responsibilities in major policy statements, providing guidance to professors in such matters as their utterances as citizens, the exercise of their responsibilities to students and colleagues, and their conduct when resigning from an institution or when undertaking sponsored research.

1961	<i>Statement on Recruitment and Resignation of Faculty Members</i>
1964	<i>A Statement on Extramural Utterances (Clarification of sec. 1c of the 1940 Statement of Principles on Academic Freedom and Tenure)</i>
1965	<i>On Preventing Conflicts of Interest in Government-Sponsored Research at Universities</i>
1966	<i>Statement on Government of Colleges and Universities</i>
1967	<i>Joint Statement on Rights and Freedoms of Students</i>
1970	<i>Council Statement on Freedom and Responsibility</i>
1976	<i>On Discrimination</i>
1984	<i>Sexual Harassment: Suggested Policy and Procedures for Handling Complaints</i>

The Statement on Professional Ethics that follows sets forth those general standards that serve as a reminder of the variety of responsibilities assumed by all members of the profession.

In the enforcement of ethical standards, the academic profession differs from those of law and medicine, whose associations act to ensure the integrity of members engaged in private practice. In the academic profession the individual institution of higher learning provides this assurance and so should normally handle questions concerning propriety of conduct within its own framework by reference to a faculty group. The Association supports such local action and stands ready, through the general secretary and Committee B, to counsel with members of the academic community concerning questions of professional ethics and to inquire into complaints when local consideration is impossible or inappropriate. If the alleged offense is deemed sufficiently serious to raise the possibility of adverse action, the procedures should be in accordance with the 1940 *Statement of Principles on Academic Freedom and Tenure*, the 1958 *Statement of Procedural Standards in Faculty Dismissal Proceedings*, or the applicable provisions of the Association's *Recommended Institutional Regulations on Academic Freedom and Tenure*.

2. The Statement

1. 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 professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

2. 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.
3. 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.
4. 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.
5. 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. (Added by Faculty Senate 4/95; renumbered 2/99) (Last editorial update 2/12/99.)

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Distribution of Published Materials on Campus

Freedom of expression is absolutely essential to the life of the University. To guarantee this freedom to every member of the University community, and in order to provide an atmosphere in which free and open debate will prosper, the following policies have been established governing the distribution of published materials on the campus:

- Members of the University community (all classifications of students, faculty, staff, and registered student organizations) may distribute published materials on campus with the understanding that doing so must be done in compliance with all applicable laws and University Codes of Conduct.
- The University encourages those who publish materials to identify themselves. However, if materials are published in a way that inaccurately attributes content to the University or others, the University may direct those who publish such materials to either correct the inaccuracy or identify themselves.
- Any member of the University community with sponsorship by a department or student organization may distribute published materials at any point on campus **except** in the University Bookstore; the library, except the commons; and dining halls and other areas where such distribution may reasonably be limited. In areas restricted to members of the University community, identification may be requested.
- A person who is not a member of the University community may distribute published materials on the campus if she or he has obtained the sponsorship of a member of the University community, who has determined that the manner of distribution is in accord with this policy and the Table Use Policy. The name of the sponsoring member of the University community or registered student organization must appear on all materials distributed. Space on campus must be reserved through the Events Services Office .
- If the time, manner or place of distribution of published materials constitutes a violation of this policy or a disruption of normal University activity, a University official may so inform the distributors and request that distribution be discontinued. If the distributors refuse, the official shall advise them that they may face disciplinary action if they persist.
- The University will not limit the distribution of published materials on the basis of what is contained in such materials.

Questions regarding the policy should be directed to the Student Centers, Activities and Programs Office.

Questions regarding the distribution of published materials within the Residence Halls should be directed to the Office of Residence Life.

Last editorial update 11/20/08.

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Disruptive Behavior

A university in a free society must be devoted to the pursuit of truth and knowledge through reason and open communication. The rules it has should be conceived solely for the purpose of furthering and protecting the rights of all members of the university community in achieving these ends. In such a community, criticism and dissent play an essential role, and must be tolerated and encouraged. On the other hand, a distinction must be drawn between those who would attempt to bring change through the use of nonviolent tactics, and those who would bring it through violence. Physical harassment, violence or threat of violence to anyone on the university premises, destruction of or damage to property, obstruction and disruptive behavior, however, are not acceptable tactics in such an environment, for they constrain others from pursuing their educational goals and are in conflict with the academic ideal that conflicts should be resolvable by reason and civil interchange. Disruptive behavior is defined as any act that prevents the accomplishment of any lawful activity, process or function of the university. To insure that these principles are workable in practice, the scholarly community must be organized so as to generate freely given consent and loyalty and provide for the relief of grievances. The views of all participants in the academic enterprise must enter into the process of consensus, and opportunities for change must be open. Nevertheless, the concept that a small group can impose its will on the majority by the use of force or intimidation is the very antithesis of what is proper in a university environment.

With respect to specific enforcement of the general policy against disruptive behavior, any faculty member so charged shall be entitled to a hearing before the Faculty Welfare and Privileges Committee before formal action is taken by the University. He or she shall be entitled to the safeguards described in the Academic Freedom Statement. Disposition of these cases by the committee may range from dismissal of the charges to a recommendation to the President that the faculty person's contract be terminated. Charges of disruptive behavior against a faculty member may be brought by any voting member of the faculty.

With respect to specific enforcement of the general policy against disruptive behavior, any student charged with such behavior is entitled to a hearing before the appropriate judicial body, with the safeguards and rights of appeal described in the Student Rights and Responsibilities Statement. If the disruptive behavior by a student is, in the opinion of the Associate Vice President for Campus Life or the designated representative, of such nature as to prevent the accomplishment of any lawful activity, process or function of the university, the Associate Vice President for Campus Life may direct the student to cease the behavior promptly. If the student does not cease the disruptive behavior promptly, the Associate Vice President for Campus Life may impose an enforcement suspension. Enforcement suspension is defined as an interim action, effective immediately, that removes the student from the university and prohibits his or her presence on the campus until the case is resolved in accordance with prescribed judicial procedures.

Disruptive behavior by nonmembers of the University will not be tolerated and will be subject to civil action.

It is the desire of the University community to maintain full control of its own affairs. The President of the University shall determine when it is necessary to call outside security forces to the campus to restore order. It is the policy of the faculty, under its responsibilities with respect to students, that the initiation of a call by the President of the University for outside security forces be done whensoever possible with the prior consultation of the officers of the faculty senate when available. Such forces will be called only when there is clear and imminent danger of bodily injury or loss of life, significant danger to property, or other serious disruption of the University. The following principles shall guide the University community during such a crisis: (1) violence shall be avoided by clear warning and adequate opportunity to desist peacefully both before and at the time of confrontation by outside security forces; (2) outside security forces shall be explicitly enjoined at the time of their call to use the minimum necessary restrained force to secure the peace, being to the extent possible forces so trained, and being particularly enjoined to avoid to the utmost extent possible the use of firearms; (3) it shall be the responsibility of the faculty to decrease the dangers of violence by exemplary behavior and patient guidance; (4) it shall be the responsibility of the faculty, further, to engage in surveillance of any action by security forces (internal or external), to cooperate, where possible, in securing the peace, and to eliminate to the maximum extent feasible any unnecessary or unwarranted further interruption or disruption of normal University activities. (Policy approved by Faculty Senate and adopted by University of Delaware, June 1, 1970.)

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Academic Freedom and Standards of Conduct

Sexual and Other Unlawful Harassment

The purpose of the policy set forth below is to promote an academic and work environment that is free from all forms of unlawful harassment and discrimination whether that discrimination or harassment is because of race, color, gender, age, religion, national origin, disability, veteran status or any other characteristic protected by law. It is designed to ensure a safe and nondiscriminatory environment that protects both the constitutional and civil rights of students, faculty and staff.

The University of Delaware is committed to protecting the rights and dignity of all employees and students, and seeks to maintain an environment that is free from all forms of unlawful harassment and discrimination. The University will not tolerate any form of unlawful harassment and discrimination. Under law, unlawful harassment is a form of unlawful discrimination. Unlawful harassment and discrimination are a violation of federal and state law, including Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Delaware Fair Employment Practices Act. Nothing in this policy is meant to infringe upon First Amendment or academic freedom protections set forth in the Handbook for Faculty and in the Collective Bargaining Agreement between the University of Delaware and the American Association of University Professors.

Unlawful harassment goes beyond the mere expression of views or thoughts (spoken or written) that an individual may find offensive. The conduct must be sufficiently serious to unlawfully limit an employee's or student's ability to participate in or benefit from the activities of the University. Further, prohibited conduct must be evaluated from the perspective of a reasonable person in the alleged victim's position, taking into account all of the circumstances involved in a particular matter.

Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual, or (3) such conduct has the purpose or effect of unlawfully interfering with an individual's work or academic performance or unlawfully creating an intimidating, hostile, or offensive working or academic environment.

The following types of actions may constitute sexual harassment, whether the harasser is a co-worker, supervisor, student or faculty member:

- demand for sexual favors accompanied by implied threats about the person's employment status, or implied promises of preferential treatment
- persistent, unwelcome flirtation, requests for dates, advances or propositions of a sexual nature
- unwanted touching such as patting, pinching, hugging or repeated brushing against an individual's body
- repeated degrading or insulting comments that demean an individual's sexuality or sex
- unwarranted displays of sexually suggestive objects or pictures
- sexual assault

Other Unlawful Harassment

Other unlawful harassment includes any verbal or physical conduct toward another that is based on the other's race, color, sex, religion, national origin, disability, veteran status or any other characteristic protected by law, and that (1) unlawfully creates an intimidating, hostile, or offensive learning and/or working environment or (2) unlawfully interferes with an individual's work or academic performance.

Threatening, intimidating or engaging in hostile acts that create an unlawful, hostile environment based on an individual's race, color, gender, religion, national origin, disability, veteran status or any other characteristic protected by law may constitute unlawful harassment, whether the harasser is a co-worker, supervisor, student or faculty member.

Corrective Action

Supervisory personnel are responsible for maintaining an academic and work environment that is free of unlawful harassment and discrimination. Immediate and appropriate corrective action will be taken when instances of unlawful harassment and discrimination occur. Supervisors should consult with the Office of Labor Relations in such cases.

Non-Retaliation

It is a violation of University policy to retaliate in any way against students or employees because they have raised allegations of sexual or other unlawful harassment. Because a charge of unlawful harassment may have serious consequences, complainant(s) must bring the charge in good faith and in accordance with University policy. Person(s) against whom the complaint is lodged also bear a responsibility to abstain from retaliatory behavior toward the complainant(s) outside the established channels of redress. A complainant whose allegations are found to be false or to have been brought with malicious intent will be subject to disciplinary action.

Lodging a Complaint: Employees/students who believe that they are being subjected to unlawful harassment, including sexual harassment, should discuss the matter with their supervisor/advisor, if appropriate, or directly contact the Office of Women's Affairs (OWA) the Office of Affirmative Action (OAA) or the Office of Labor Relations (OLR) for confidential support, information and possible informal resolution. Faculty members who believe they are being subjected to unlawful harassment, or are being accused of unlawful harassment, should contact the AAUP Contract Maintenance Officer. Complaints of unlawful harassment will be referred to the Vice President for Administration for further investigation and corrective action. Employees/students may contact the Vice President for Administration directly if they feel they have been subjected to unlawful harassment. Complaints will be investigated by the Vice President for Administration. (Rev. Office of Administration 8/25/98; Handbook updated 4/9/01)

Procedures: Upon receipt of an allegation of sexual or other unlawful harassment against a full-time faculty member, the Vice President for Administration will meet with the individual against whom the complaint has been made, his/her department chairperson or immediate supervisor, college dean or unit head and the AAUP Contract Maintenance Officer. (Rev. Fac. Sen. 2/10/97)

The AAUP will be notified if the complaint involves a faculty member(s) in any way. If the accused is a faculty member, the AAUP will be notified in time to allow consultation with the accused prior to the meeting. The Vice President for Administration will advise the accused that it is in his/her best interest to seek out the AAUP Contract Maintenance Officer for consultation prior to any meetings. (Rev. Fac. Sen. 2/10/97)

The Vice President for Administration will interview other individuals when needed in conjunction with the AAUP Maintenance Officer, to ascertain the validity of the complaint. The investigation will proceed in a timely manner and every effort will be made to conclude the investigation within thirty working days of its inception. All reports of unlawful harassment are considered to be confidential. All individuals involved in reviewing an allegation of sexual or other unlawful harassment maintain confidentiality to the fullest extent possible within the requirements of conducting a complete investigation. (Rev. Fac. Sen. 2/10/97)

If the Vice President for Administration, after deliberating with the parties named in paragraph one above, finds that there has been a violation of this policy, corrective action will be promptly taken. This may include one or more of the following actions depending on the severity of the offense:

- A verbal warning that a repetition of the reported impropriety will result in written action.
- Placement of a letter in the individual's personnel file indicating the nature of the improper behavior. The letter may include a notation about required counseling and any action that will be taken in the future should there be a repetition of the offensive behavior(s).
- Immediate removal of the individual from the classroom/work site and placement on leave of absence so that the individual can receive appropriate counseling. Return to teaching and/or professional duties will be guided by the individual's progress.
- Initiation of written action by the dean or appropriate vice president to dismiss the individual from the University's employ. For faculty, dismissal will follow the procedures set forth by the Faculty Senate Committee on Welfare and Privileges.

The Vice President for Administration will, as soon as practicable, notify the complainant(s) when the investigation has been concluded and indicate the nature of any corrective action taken.

Formal Redress: A more formal means of redress from sexual or other unlawful harassment may also be sought

through grievance procedures, as described below.

For faculty, a complaint may be brought before the Faculty Senate Committee on Welfare and Privileges. A faculty member may also appeal the results of the previous procedures to the same committee. Upon review of a written appeal, the Committee may elect to pursue the matter and make additional recommendations to the University Provost. A grievance may be commenced under the AAUP collective bargaining agreement if the previous procedures set forth above have not been properly followed.

For hourly employees and police officers, the grievance procedures are found in their collective bargaining agreements.

For professional and salaried staff, the grievance procedures are found in the Personnel Policy & Procedures Manual for Professional & Salaried Staff.

For students, the grievance procedures are found in the Student Guide to University Policies. (Rev. 6/5/89; updated 11/15/93; revised Office of Employee Relations, 2/96; Rev. Fac. Sen. 2/10/97; corrected 6/97) (Last editorial update 4/10/01)

Faculty Senate revision 5/05;3/06

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Conflict of Interest and Ethical Conduct

What constitutes conflict of interest or unethical conduct on the part of those affiliated with a college or university has a moral as well as a legal base. The officers, faculty members, and other employees of the University are expected to maintain at all times relationships and practices in their University activities that are legally, ethically, and morally correct. It is essential that all employees of the University conduct University business and their private business and financial affairs that might impinge upon the University in a manner that stands the sharpest scrutiny by those who would seek to find wrongdoing. It is also essential that the University have on record a written statement of this expectation of its employees.

The best way to ensure propriety and avoid even the semblance of wrongdoing is for all employees to follow a practice of full prior disclosure in writing of any association, relationship, business arrangement, or circumstance that might suggest to disinterested and objective referees that decisions were made contrary to the best interest of the University and for personal gain or the gain of family, close friends, or non-University business associates at the expense of the University. Interests and actions that might otherwise be questionable may be judged to be entirely proper if the rule of full prior disclosure is followed.

Questions related to this policy should be directed to the Office of the Vice President for Administration.

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Consulting and Other Outside Employment

The first duty and responsibility of the faculty member is to render to the University the most effective service possible. At the same time, consultation and other activities of a highly professional nature are looked upon favorably and encouraged where these activities make a positive contribution to the University (Policy 4-84). No outside service or enterprise, professional or other, should be undertaken that might interfere with the discharge of this prime responsibility or bring the faculty member, as an expert or in any other capacity, into conflict with the interests of the University.

A faculty member must keep the department chairperson and the dean fully informed about the nature and extent of each arrangement that involves consulting or other compensated and/or unassigned outside professional activities. Chairs and deans share a responsibility with the faculty member to assure that outside activities do not interfere with the discharge of the faculty member's responsibility to the University and do not conflict with University policy. Under no circumstances should such outside employment or other activity exceed the equivalent of one day per week.

The University can assume no responsibility for private professional activities rendered by members of its faculty, and it must be made clear to those funding such activities that the work has no official connection with the University.

University facilities, equipment, or other resources may be used for outside consulting and unassigned professional activity only after written approval has been obtained from the chairperson of the faculty member's department, the dean, and the person responsible for operating the facility or equipment or otherwise responsible for the resource in question. Appropriate compensation to the University for the use of the resource(s) must be part of the request for this approval; that is, the chairperson of the department, the dean, and the person otherwise responsible for the resource in question must approve the compensation amount.

In general, the practice of using University resources for outside consulting activity is to be discouraged. When it is approved as described above, the faculty member will pay the rate established by the University for the use of the facility, equipment or other resource. Such compensation to the University must be made in a timely manner - within no more than 60 days of the time of use of the University resource.

The obligations of a faculty member to the University Patent Policy must be made known to any outside employer before a commitment for consulting services is made when there would be any possibility of a conflict of interests.

Teaching and other course-type activities outside the University require the approval of the faculty member's department chair and dean, and the Provost and the President. Because of the possibility of conflict with University Professional and Continuing Studies programs, the department chairperson or the dean should consult with the Director of Professional and Continuing Studies before any arrangements are contemplated.

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Jury Duty

The University encourages faculty members to fulfill their civic duty by serving as jurors when called upon.

Faculty members called upon to serve as jurors will continue to receive salary during periods of absence necessitated by appearance at Court. Such individuals will keep their chairperson or dean advised of probable periods of absence.

Where teaching or research schedules are affected, the faculty members shall cooperate with their chairperson or dean in finding suitable substitutes for instruction of students or for the conduct of research that cannot be delayed.

If an individual faculty member must complete most of the teaching and research responsibilities in addition to the time spent as a juror, then the per diem payment shall be retained by the individual. In all other cases the monies received from the state, county, or city for such service as a juror will be remitted to the University Payroll Officer. Such reimbursement to the University will be only the per diem rate paid, not travel or meal allowances. (Approved by Faculty Senate 12/19/77)

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Faculty as Graduate Students

Part-time and full-time faculty cannot concurrently obtain a degree in the same program in which they are employed at the University.

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Employment of Members of the Same Family and Academic Conflicts of Interest

Members of the same immediate family and those whose personal situation constitutes a family or other intimate relationship may be employed, on a full-time or part-time basis, so long as neither member is responsible for the supervision, direction, evaluation, or merit recommendation of the other. All such cases involving direct supervision should be reported to the Provost, the Vice President for Administration, and the Executive Vice President and Treasurer.

While the University of Delaware does not prohibit the appointment, retention, or the holding of tenure of more than one member of the same family on the faculty, however, all faculty should avoid real or apparent conflict of interest, coercion, favoritism, or bias by not serving in evaluative roles involving someone who is an immediate family member or anyone with whom they have a consensual amorous relationship. Faculty members should not participate in instructional supervision or in other institutional decisions (initial appointment, retention, promotion, salary, leave of absence, etc.) involving a direct benefit to members of their immediate families or those with whom they have consensual amorous relationships.

There may be times when, for reasons of degree completion, a family member or someone in a consensual amorous relationship may have no alternative but to enroll in a faculty member's course. Whenever such a situation arises or is foreseen, the faculty member should report the situation promptly to the appropriate administrative supervisor (chair, director or dean). The supervisor should take effective steps to insure the unbiased evaluation or supervision of the student.

This policy includes all full- and part-time faculty or other personnel who teach and supervise research, including graduate students and administrators with faculty status. Evaluative situations include, but are not limited to, supervising instruction, serving on thesis and dissertation committees, supervising independent studies, and serving on committees for awards.

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Engagement in Political Activity

The position of the University of Delaware as a tax-assisted but nonpolitical institution imposes on all employees special responsibilities for the use of good judgment in political matters. The University also recognizes the constitutional right of its faculty members to assume the responsibilities of citizenship in governmental affairs, and such activity of itself shall not be a negative factor in the continuing University appraisal of faculty members' professional worth or competence. Faculty members proposing to run for election or accept an appointment to a public office, a position in a political party, or a campaign are expected to notify the President of the University in advance. The President will require only that the contemplated activity will not prevent the faculty member from meeting University responsibilities, and that it will not pose a legal conflict of interest. If the activity will preclude meeting University responsibilities or result in a legal conflict of interest, the President will require the faculty member to apply for leave of absence without pay. Under the Charter of the University, neither University facilities nor University equipment may be used to support political parties or candidates. (Rev. 7/1/76)

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Guidelines For Writing Letters Of Recommendation

Writing letters of recommendation are a matter of personal judgment. Such requests require that forthright evaluations be made about colleagues or students. Therefore, only judgments that can be supported by demonstrable evidence should be part of such correspondence. Letters should address only the relevance of the person's qualifications for the position about which commentary is sought; reference to an individual's personal appearance, professional ambition, traits of character, marital status, number of children, etc. should be assiduously avoided. The following guidelines are offered when writing letters of recommendation.

1. When a Student or an Employee (Present or Former) Asks for a Letter of Recommendation

- If a positive recommendation cannot be written, the individual should be so informed.
- If the writer has some reservations about offering a positive recommendation, the person requesting the letter should be so informed. If a letter is still sought, then opportunity should be provided for the individual to read the reference letter before it is sent.
- If the letter of recommendation must be kept confidential, then written permission must be obtained to waive any right of inspection. A copy should be kept on file and indication that such a waiver has been received included in the body of the letter.
- A faculty member or other employee may not be willing to recommend someone for a position but willing to write a letter of evaluation. If so, there should be written agreement that an alternative letter of evaluation is acceptable to the person requesting a reference letter. Again, evaluations must be based upon clearly documentable evidence.

2. When an Individual or Agency Outside the University Asks for Commentary About a Colleague or Student

- Only positive letters of reference should be written unless the questions asked are specific and refer to job-related activities. Unsupported hostile remarks about students, colleagues or former or current employees must be avoided. Reference letters can be frank as long as the proffered information is accurate and can be documented.
- Confidential letters of recommendation may be provided to outside groups as long as the individual about whom the reference letter pertains is willing to sign a waiver foregoing his or her right to inspect the letter. If such a waiver is not obtained, the requesting individual or agency should be informed that, consistent with University policy, a reference letter will not be forthcoming.

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