

## TABLE OF CONTENTS

### Preamble

#### I. Governance of the University

The Board of Trustees	I.1
Officers of Administration	I.2
The President’s Cabinet	I.5
The Faculty	I.6

#### II. Organization of the Faculty

Faculty Meetings	II.1
Standing Committees of the University	II.2
Committees of the President	II.3
Assignments of the President	II.8
Committees of the Faculty of the University	II.8
Assignments of the Faculty of the University	II.15
Committees of the Faculty of the Conservatory of Music	II.17
Assignments of the Faculty of the Conservatory of Music	II.18
Other Faculty Assignments	II.18

#### III. Personnel Policies and Practices

Academic Freedom	III.1
Statement on Diversity	III.1
Recruiting	III.2
Appointments	III.6
Evaluating Teaching	III.7
Reappointment	III.9
Tenure	III.9
Promotion	III.27
Endowed Professorships	III.30
Retirement & Emeritus Status	III.31
Notices of Non-Reappointment	III.31
Resignations	III.32
Dismissal	III.32
Sabbaticals and Leaves of Absence	III.34
Statement on Dual Career Couples	III.37

#### IV. Salaries and Benefits

Salaries	IV.1
Moving Expense Reimbursement	IV.2

Support from External Funding Agencies	IV.2
Savings Bonds - United Way	IV.3
Flexible Spending Accounts	IV.3
Health Insurance	IV.3
Dental Insurance	IV.5
Long-Term Disability Benefits Plan	IV.5
Absence Due to Illness or Disability	IV.6
Life and Accidental Death and Dismemberment Insurance	IV.6
Health Advisories, Travel Advisories, and Travel Warnings	IV.7
Health Insurance for International Travel	IV.7
Travel Accident Insurance	IV.8
Workers' Compensation	IV.8
Benefits for Faculty Members on Sabbatical or Leave of Absence	IV.8
Family Leave and Medical Leaves of Absence	IV.9
Retirement Program	IV.10
Voluntary Tax-Deferred Savings Plan	IV.11
Phased Employment Option	IV.11
Effect of Retirement on Benefits	IV.12
Tuition Remission for Dependent Children	IV.13
Tuition Waivers for Faculty Members and Spouses/Partners	IV.14
Domestic Partner Benefits	IV.14
Employee Assistance Program	IV.18
Housing	IV.18
Loans to Assist in Computer Purchase	IV.18

## **V. Expectations, Obligations, and Guidelines**

Expectations	
Teaching	V.1
Scholarship and Creative Work	V.1
Service	V.1
Obligations	V.2
Teaching	V.2
Non-Departmental Teaching	V.3
Participation in Off-Campus Programs	V.4
Scheduling of Classes	V.4
Student Attendance at Classes	V.5
Auditing	V.5
Examinations	V.5
Grading and Grade Reports	V.6
Honor System	V.7
Advising	V.8
Types of Service	V.8
Fellowships and Grants from External Sources	V.10
Outside Employment	V.10
Absences from Campus	V.11

Guidelines	
Convocations	V.11
Dining with Students in the Commons or at Home	V.12
<b>VI. Academic Support and Professional Development</b>	
Library	VI.1
Technology Services	VI.2
Financial Support for Professional and Curricular Development	VI.4
Procedures and Policies	VI.4
Faculty Travel Grants	VI.5
Research or Creative Activity Support Grant	VI.7
Research Assistance	VI.8
Curricular Development Grants and Workshop Grants	VI.9
Faculty Start-up Funds	VI.10
Travel for Recruiting	VI.11
Travel on University Business by Committee Members	VI.11
<b>VII. University Policies</b>	
Confidentiality of University Records	VII.1
Guidelines	VII.1
Student Records and the Family Educational Rights and Privacy Act	VII.2
The Primary Database	VII.5
Scientific Misconduct	VII.6
Grant Administration	VII.8
Investigator Financial Disclosure/Conflict of Interests	VII.12
Institutional Review Board (IRB)	VII.15
Patents, Copyrights and Trade Secrets	VII.16
Software Use	VII.17
Institutional Liability	VII.18
Drug-Free Campus	VII.18
Life-Threatening Illnesses	VII.20
Sexual Misconduct Policy (Title IX)	VII.21
Consensual Relationships Policy	VII.27
Grievance Procedure	VII.29
Background Check Policy	VII.31
Academic Accommodations for Disabilities	VII.33
Facilities Reservation Policy	VII.34
Smoke-Free Policy	VII.35
<b>VIII. Other Services and Information</b>	
Identification Cards	VIII.1
Address Changes	VIII.1
Offices and Keys	VIII.1

Mail Service	VIII.1
Administrative Support Services	VIII.1
Recreational Facilities	VIII.2
Campus Event Planning	VIII.2
Office of Communications	VIII.3
Campus Guest House	VIII.3
Vehicle Use for University Business	VIII.3
Parking	VIII.4
Accident Reports	VIII.5