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

Last revised: July 2017
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
  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

VI. Academic Support and Professional Development

Library VI.1
Technology Services VI.2
Financial Support for Professional and Curricular Development VI.4
  Start-Up Funds VI.5
  Endowed Professorships VI.5
  Internal Grants from the Provost VI.5
Travel for Recruiting VI.7
Travel on University Business by Committee Members VI.7

VII. University Policies

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
Financial Conflict of Interest Policy for Federally-Funded Research VII.12
Institutional Review Board (IRB) VII.17
Patents, Copyrights and Trade Secrets VII.18
Software Use VII.19
Institutional Liability VII.20
Drug-Free Campus VII.20
Life-Threatening Illnesses VII.22
Sexual Misconduct Policy (Title IX) VII.23
Consensual Relationships Policy VII.29
Grievance Procedure VII.31
Background Check Policy VII.33
Academic Accommodations for Disabilities VII.35
Facilities Reservation Policy VII.36
Smoke-Free Policy VII.37

VIII. Other Services and Information

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
Office of Communications
Campus Guest House
Vehicle Use for University Business
Parking
Accident Reports