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Chapter 4 was updated and approved by the Faculty Senate Summer Advisory Council and Provost on 8/13/19.

Chapter 4 – Faculty Compensation, Workload, Benefits, Awards, and Personnel Policies

Faculty Compensation

COMPENSATION FOR FACULTY (BOR II-1.21)

In the matter of compensation for faculty, Salisbury University operates under **BOR II - 1.21 UNIVERSITY SYSTEM OF MARYLAND POLICY ON COMPENSATION FOR FACULTY**. To review any information regarding compensation for faculty, go to: <https://www.usmd.edu/regents/bylaws/SectionII/II121.pdf>.

Compensation during special sessions (SU): THIS SECTION NEEDS TO BE UPDATED TO REFLECT CURRENT or REVISED PRACTICE. IT WILL BE THE FOCUS OF DISCUSSION IN AY19-20. Please feel free to make any comments on this section.

Faculty salaries during special sessions are determined according to instructional principles related to class size.

- a. Because the amount of material that must be covered and student work that must be evaluated in a shortened multi-week period, the class limit for a “typical” lecture/ discussion course should be equivalent to established limits for the same course during fall/spring offerings. Once a course has been selected by the department chair and approved by the respective dean for inclusion in the winter and summer terms, it will be offered unless it enrolls fewer than nine undergraduate or seven graduate students. The course will then only be cancelled if the instructor agrees to the cancellation.
- b. When determining the amount of an instructor’s salary, the following guidelines will be used:
 - 1) Undergraduate only courses:
 - * For the first nine students, the instructor will be compensated at a rate of 60% of the tuition generated at the in-state rate currently in effect.
 - * For enrollments of ten or greater, the compensation will be calculated as follows: base pay (for the academic year 2000/2001 the base pay is \$700 per course credit hour) plus 12.5% of the in-state tuition generated over the base pay.
 - * Contact hours are compensated at 12/14ths of the corresponding pay for credit hours.
 - * Tuition-waiver students are included in course enrollments.
 - 2) Graduate only course:
 - * For the first seven students, the instructor will be compensated a rate of 60% of the tuition generated at the in-state rate currently in effect. For enrollment of eight or greater, the compensation will be calculated as follows: base pay (for the academic year 2000/2001 the base pay is \$730 per course credit hour) plus 12.5% of the in-state tuition generated over the base pay.
 - * Contact hours are compensated at 12/14ths of the corresponding pay for credit hours.
 - Tuition waiver students are included in course enrollments.
 - 3) Combined undergraduate and graduate courses: The compensation will first be calculated by taking the difference between the undergraduate and graduate pay schedules as defined above.
 - * This difference will then be multiplied by the fractional relationship between the number of graduate students and the total course enrollment.
 - * After calculating the fractional component, that amount will be added to the compensation at the undergraduate level for the course.
 - 4) Specialty Courses (Includes student teaching, internships, etc.)
 - * Compensation will be based on guidelines established at the department and/or school level.
 - * All salaries will be determined after the end of the drop/add period.
 - 5) There is a two course maximum per session for any faculty member.

DISCLOSURE OF EMPLOYEE SALARY INFORMATION (SU)

As a state institution, an individual's gross salary is public information and may be released by the Office of Human Resources¹ for general distribution on request. This is accomplished by completing a SU Salary Information Request form² available in Human Resources. Data will be provided to the individual requesting the information within 30 days. A fee will not be charged for the first two hours needed to compile data by Human Resources and Information Technology, after which a charge of \$35.00 per hour will be made. There is also a fee of .15 cents per page for all material provided. Salary data are also available at no charge in the library.

Approved December 2001 by the President of the University

FACULTY WORKLOAD AND RESPONSIBILITIES (BOR II-1.25)

I. Purposes

The purposes of the Salisbury University Policy on Faculty Workload and Responsibilities are to promote optimal performance by faculty in meeting the needs and expectations of students and other clientele and to provide mechanisms that will ensure public accountability for that performance. Faculty at the University are the primary performers of instruction, research/scholarship and service, and the University encourages and supports faculty in applying their creativity, ingenuity, initiative, knowledge, experience and professional skills in performing many diverse functions in these areas. The University also expects that faculty will meet their responsibilities in these areas independently and in full accord with both institutional expectations and established tenets of academic freedom.

This policy reflects Salisbury University's affirmation that teaching is at the heart of university life and that teaching effectiveness is the paramount consideration in faculty tenure, promotion and merit. It also reflects the University's affirmation that research, scholarship and creativity, and service are fundamental to University life and are key criteria in faculty tenure, promotion and merit. This policy is consistent with the [USM Policy on Faculty Workload and Responsibilities](#).

II. Application

This policy applies to the following categories of faculty at Salisbury University:

- A. All persons holding tenured and tenure-track positions who are classified as faculty (instructional, research, and public service) and so reported to the Maryland Higher Education Commission through the Employee Data System.
- B. All persons who, regardless of occupational classification, hold faculty rank and perform administrative duties at the level of academic department or equivalent academic unit, including chairs, associate chairs, program directors, etc.
- C. All persons who, while neither tenured nor on tenure-track, are employed full time at the University, are classified as instructional faculty and so reported to the Maryland Higher Education Commission through the Employee Data System.
- D. All persons who, while neither tenured nor on tenure track, are employed full time by the University, are classified as research faculty and so reported to the Maryland Higher Education Commission through the Employee Data System, and whose salaries are supported, in whole or in part, by state funds.

This policy does not apply to individuals who hold faculty rank but who are assigned to administrative duties outside the department or equivalent academic units, for example, deans, Provost, President, etc.; nor does it apply to individuals who are classified as research faculty but whose salary is fully supported by non-state funds, e.g., federal research grants; nor does it apply to library faculty, e.g., Librarians I, II, III, IV.

III. Responsibilities

This policy is implemented by faculty, chairs, directors, and unit deans in the following manner:

- A. Prior to the beginning of each academic year, department chairs determine in consultation with each department faculty member the faculty member's workload and responsibilities for the upcoming fall and spring semesters.
- B. At the end of each academic year, faculty record their service and research activities in a faculty extra-instructional report.

¹Salisbury University Office of Human Resources is designated as the "custodian" under Maryland's Public Information Act and the Federal Freedom of Information Act.

²The SU Salary Information Request form can also be found in the Appendices section (**Appendix N**) of this handbook.

³ As defined pursuant to Controlled Substances Act, 21 U.S.C. Sections 801, et seq.

- C. Each semester, departments and programs submit reports of faculty with reassigned time for administrative responsibilities, externally funded activities, research and other scholarship, or other releases from standard workload.
- D. In the spring of each year, department chairs conduct evaluations of each faculty member's performance for the academic year. Department chairs provide this information to their school deans.

IV. Standard Workload Expectations

- A. The standard workload and responsibilities expectations for tenured and tenure track faculty at Salisbury University are as follows:

	Teaching	Research/ Scholarship	Service
Percent of Effort	65-77 (7-8 three-credit Course Units/Years)	15-25	5-15

And the standard workload and responsibilities expectations for full-time non-tenure track faculty at Salisbury University are:

	Teaching	Research/ Scholarship	Service
Percent of Effort	77 (8 three-credit Course Units/Years)	5-20	3-20

Percent of effort in a given term for part-time non-tenure track faculty at Salisbury University is 100 times the number of three-credit course units taught in that term divided by 5.

- B. For all faculty, workload and responsibilities in the area of teaching include preparation, instruction, grading of student-produced materials, mentorship of student research, and student advising. For tenured and tenure-track faculty, workload and responsibilities in the areas of research/scholarship and service include a range of professional activities which are described in detail in Chapter 2 of the *Faculty Handbook*. For full-time non-tenure track faculty, workload and responsibilities in the areas of research/scholarship and service are defined in the *Memo of Understanding* that accompanies their contracts.
- C. For the purposes of defining standard instructional load expectations, a full load at Salisbury University is 7-8 courses/course units per year. Generally, faculty are expected to teach 8 courses (each at three-credit hour equivalents) per year. Chairs in each academic department determine the appropriate full load for their faculty in their departments and where these loads are less than 8 courses/course units per year, secure approval from their deans and the Provost.
- D. Standard workload and responsibilities expectations may vary among academic units. Under certain circumstances, related to accreditation for example, a department may need to place special emphasis in one or more of the three categories of effort so that expectations for faculty in the department differ from the standard. When this is the case, deans of the schools to which the departments belong must obtain approval for these special emphases from the Provost. This approval must be secured before department chairs establish variations in expectations with faculty for the upcoming calendar year.
- E. The balance among teaching, research/scholarship and service for a faculty member may change over the faculty member's career. This balance may be adjusted annually when faculty and department chairs set workload and responsibilities expectations for the year. In all cases, the addition of the percentage of effort in each area equals 100% of the faculty member's effort.

Because teaching is central to Salisbury University's mission, all faculty members including those with departmental administrative responsibilities are expected to be involved in the instructional program, but this may include curriculum development and supervision instead of direct instruction.

V. Exceptions to Standard Workload Expectations

Departmental/program commitments within the overall academic program of the University are determined by student and curricular needs, resources available to the department and administrative approval. Department chairs/Program directors develop faculty workload responsibilities in accordance with these commitments. From time to time, however, some faculty may assume new or additional responsibilities in the areas of administration, teaching, scholarship/research, or service. In these cases, exceptions to the standard workload of these faculty members may be made. When such exceptions are made, department chairs are responsible for making necessary adjustments in the faculty workload of the total department so that departments can meet their commitments. When resources are available, this includes the hiring of adjunct faculty. When exceptions to the standard workload are to be made, deans of the schools to which the faculty belong must obtain approval for these exceptions from the Provost. This approval must be secured

before department chairs establish non-standard expectations with faculty for the upcoming calendar year. Exceptions to the standard workload and responsibility expectations may be based on the following considerations:

- A. **Instruction** - Exceptions from the standard instructional load may be based upon a number of factors, including class size; development of new courses; modality of instruction, including distance education; level of instruction; discipline; accreditation requirements; etc.
- B. **Departmental Administration** - Assumption of responsibility for the functions of chair, assistant chair, or program director, or for special departmental projects may require reduction of expectations for teaching, research/scholarship or service.
- C. **Externally Funded Research and Service Activities** - Assignment of additional time for research or service activities that will be supported by external funds, either research or training grants. In these instances, the accompanying reduction of expectations for service or instruction should mirror the replacement of departmental salary support by externally funded salary support.
- D. **Department-Supported Research** (Departmental Research) - Assignment of additional time for research activities supported by the department and consequent reduction of expectations for service or instruction should be related to the institution's mission.
- E. **Department-Supported Service** - Assignment of additional time in areas of service and consequent reduction of expectations for teaching or research/scholarship should be directly related to the duration and extensiveness of the commitment. For example, a faculty member may be released from the standard expectation in the areas of teaching or research/scholarship in order to make major professional contributions, e.g., to work in partnership with the public schools or with business or industry.

VI. Accountability

- A. The focus for external accountability in the area of faculty workload and responsibilities is the academic department, not the individual faculty member. This focus is ensured through an annual reporting process in which the Provost provides to the President and thence to the University System of Maryland an accountability report that indicates by academic department the number of faculty who meet or exceed the standard expectations for faculty workload and responsibilities, the number of faculty who have been excepted from these standard expectations, and the total course reduction.
- B. Department chairs report annually on the expected and actual performance of their faculty in the area of faculty workload and responsibilities using data maintained in their departments. Department chairs provide these reports to their school deans who in turn provide them to the Provost.
- C. Department chairs also use this data in their annual evaluations of faculty according to procedures specified in Salisbury University's **Policy on Evaluation of Performance of Faculty** and its policy on the **Appointment, Rank and Tenure of Faculty**, which is found in the *Faculty Handbook*.

Approved by the USM 9-20-94; Amended 7-9-99 Modified from the BOR Policy; Approved by Faculty Senate 3-14-06 and Approved by Deans' and Provost's Group 4-3-06

Faculty Benefits

See [Salisbury University's Overview of Benefits for Tenure-Track Faculty](#) for up-to-date information on the range of benefits available to tenure-track/tenured faculty.

SALARY ADVANCES (BOR VII-4.30/SU)

Where appropriate, the President may authorize salary against unearned income to faculty. Authorized salary advances shall not exceed 90% of the expected bi-weekly salary. **(For procedures see Appendix L).**

POLICY ON PAYMENT OF MOVING EXPENSES (BOR VIII-16.00)

1. The President of the University or his/her designee may authorize the payment of moving expenses of normal household goods including reasonable packing and unpacking charges when it's deemed to be in the interest of the University. Moving expenses are authorized only when the distances between the former residence and the University exceeds 35 miles one way. Exceptions to the 35-mile limitation may be made for payment of relocation expenses when the relocation is for the convenience of the institution or component. Nothing in this policy requires the payment of moving expenses.

2. It is the policy of Salisbury University that moving expenses may be reimbursed to a new employee if the following criteria are met:
 - a. The payment of moving expenses follows the general guidelines as approved by the Board of Regents under [policy VIII-16.00](#);
 - b. Reimbursement has been approved by the dean in advance of employment;
 - c. Moving expenses become a part of the initial faculty employment contract or letter of offering for administrative staff and;
 - d. A designated fund source is available, indicated and approved (i.e., department account code).

3. Procedures for Reimbursement are as follows:

The new employee should submit to the Accounts Payable office:

- a. A **completed, signed, and authorized** expense account form;
- b. A copy of the faculty contract or the letter of offering and;
- c. **Original** moving receipts.

Please note: Due to changes in IRS policy, for tax years 2018 through 2025, the deduction of certain moving expenses is suspended for nonmilitary taxpayers. See [IRS Publication 521 - General Guidelines for Moving Expense Reimbursements](#) for more information.

Approved July 2000 by SU Administration and Finance Office
Replacement for BOR VII-4.40 by USM on 12/11/2015

TUITION REMISSION AND TUITION REIMBURSEMENT FOR REGULAR AND RETIRED NONEXEMPT AND EXEMPT STAFF AND FACULTY EMPLOYEES OF THE UNIVERSITY SYSTEM OF MARYLAND (BOR VII-4.10)

Salisbury University Regular Faculty and Staff employees on Regular or Retired Status may enroll in academic courses to improve their skills or for personal development purposes with tuition costs associated with such courses remitted in whole or in part.

Tuition Remission at University System of Maryland Institutions

1. Tuition remission is extended to Regular Faculty and Staff employees. A Regular Faculty or Staff employee is one who works in a position that has been approved through the budgetary and pertinent appointment classification processes and that is intended to last six months or more regardless of the nature of the source of funds or who has retired from such a position. This definition applies to both fulltime and part-time Faculty and Staff employees. For the purposes of acceptance of tuition remission requests, a Retiree must be receiving State of Maryland retirement checks and/or Optional Retirement Plan (ORP) retirement checks, and have earned at least five years of total service credit at one or more institution(s) of the USM. Verification of Retiree Status may be obtained by contacting the Human Resources Office of the institution from which the employee has retired.
2. Tuition remission shall be subject to the individual's admissibility to the institution and to the program in which the courses are to be taken and to the other academic regulations of the institution governing student enrollment (for example, course prerequisites and registration deadlines).
3. Full-time Regular and Retiree Faculty and staff employees shall be permitted to register for courses not to exceed eight (8) credits per semester with remission of tuition. Regular part-time Faculty and Staff employees who are or were employed at fifty percent or more time in the USM or retirees from such positions shall be permitted tuition remission for credits proportional to their percentage of service. Tuition remission does not include mandatory fees, which remain the responsibility of the Regular or Retiree Faculty or Staff employee. Courses taken under this policy shall not interfere with the assigned responsibilities of any Faculty or Staff employee and shall require the approval of the Chief Executive Officer (CEO) or designee.

4. The Regular Faculty or Staff employee may register for the desired course(s) at any institution in the USM. Regular Faculty and staff employees employed by any USM institution, who otherwise meet admissibility and registration criteria, shall be granted tuition remission at any USM institution on the same basis as Faculty and Staff employees who are employed by the host institution.
5. Programs of study to be exempted from this policy shall include the M.D. and D.D.S. programs at the University of Maryland, Baltimore and such other programs as may be recommended by the CEO of the institution offering the program and approved by the Chancellor. Availability of tuition remission for self-support programs and courses shall be recommended by the CEO of the institution offering the program and approved by the Chancellor. The host institution shall apply the exempted status equally to all applicants who wish to participate in the tuition remission program, whether from the host institution or other institutions.
6. The procedures for implementing this policy are detailed in [VII - 4.10 BOR: UNIVERSITY SYSTEM OF MARYLAND POLICY ON TUITION REMISSION FOR FACULTY AND STAFF](#).

Tuition Remission at Salisbury University

1. Tenured faculty who are terminated because of retrenchment in the University may continue to receive tuition waivers for up to six hours per semester for one year from the date of termination as long as the terminated faculty member is not employed full-time.
2. The [USM's "Request for Tuition Waiver" form](#) can be obtained from the Human Resources (HR) Office and must be submitted for approval prior to registering for classes.
3. An exception to the tuition remission policy will be made for SU faculty interested in taking advantage of the Ph.D. program in Organizational Leadership offered at UMES, when offered in the Cohort week-end format. With this exception SU faculty will be able to register for up to three courses (nine credit hours) per term provided the courses do not interfere with regular University duties.

Tuition Remission for Full-time Non-tenure Track Faculty

Full-time non-tenure track faculty working full-time may register for up to eight (8) credits per semester at SU at both the undergraduate and graduate level with 100% tuition remission. Spouses and dependent children of full-time non-tenure track faculty with more than two years of continuous service are eligible for 100% tuition remission only on course work applied toward a first undergraduate degree at SU. Tuition remission may be available for Winter Term or Summer School on a space available basis.

Approved September 1996

Amended by USM June 2003

Revisions approved by Human Resources September 2003

TUITION REMISSION FOR SPOUSES AND DEPENDENT CHILDREN OF FACULTY AND STAFF (BOR VII-4.20)

A. Tuition Remission at University System of Maryland Institutions

1. Tuition remission is extended to the spouses and dependent children of all classes of permanent faculty and permanent staff. A "permanent" faculty member or staff is one who works in a position approved through the budgetary and pertinent appointment classification processes and that is intended to last six months or more regardless of the nature of the source of funds or who has retired from such a position, provided that his or her period of employment began before January 1, 1990. For purposes of acceptance of requests for tuition remission, a "University System of Maryland retiree" must be receiving State of Maryland retirement checks and/or TIAA-CREF retirement checks and have earned at least five (5) years of University System of Maryland service credit, inclusive of the former University of Maryland and the former Board of Trustees of State Universities and Colleges. Verification of retiree status may be obtained by contacting the Human Resources Office of the institution from which the employee has retired. The term "spouse" shall mean one with whom the employee has entered a legally effective marriage, provided that it shall not include an estranged spouse who maintains a separate domicile. The term "child" shall include a son, daughter, stepson, stepdaughter, legally adopted son, and legally adopted daughter. A "dependent child" is a child who is "financially dependent," as that term is defined by the Internal Revenue Service. For spouses and dependent children of permanent part-time faculty and permanent part-time staff who are employed at 50 percent or more time, the percentage of tuition remitted shall be proportional to the percentage of service of the faculty member's or staff's employment. Tuition remission does not include mandatory fees, which remain the responsibility of the individual student.

2. The exercise of the benefit of tuition remission shall be subject to the individual's admissibility to the institution and to the program in which the courses are offered and to the other academic regulations of the institution governing student enrollment.
3. Programs of study to be exempted from this benefit shall include the M.D. and D.D.S. programs at the University of Maryland at Baltimore and such other programs as are recommended by the President of the institution offering the program and approved by the chancellor. The availability of tuition remission for self-support programs and courses at each institution shall be recommended by the President and approved by the chancellor. The President of the institution offering the program shall apply the exempted status equally to all spouses and dependent children who desire tuition remission, whether from the host institution or other institutions.
4. Subject to the provisions in **paragraphs 1 through 3** above, spouses and dependent children of full-time faculty and full-time staff of the University System of Maryland or its predecessors who die in service shall be permitted to register for courses with tuition remission for a period of time determined by the duration of full-time employment of the faculty member or staff, as follows: if the length of time of employment of the deceased faculty member or staff was less than three years, the spouse or dependent is eligible for tuition remission for one academic year; if at least three but less than five years, two academic years; if at least five but less than seven years, three academic years; if at least seven but less than nine years, four academic years; and if more than nine years, five academic years. Eligibility for tuition remission for spouses will expire at the end of seven years following the death of the full-time faculty or staff, and on the twenty-second birthday for dependent children. For spouses and dependent children of deceased permanent part-time faculty members or permanent part-time staff who were employed at 50 percent time or more, the percentage of tuition remission shall be proportional to the percentage of service of the faculty member's or staff's employment, averaged for the three years immediately preceding his or her death. The length of time for which tuition remission will be available for such surviving spouses and dependent children shall follow the formula described in this paragraph.
5. The procedures for implementing this policy are detailed in **[VII - 4.20 BOR: UNIVERSITY SYSTEM OF MARYLAND POLICY ON TUITION REMISSION FOR SPOUSES AND DEPENDENT CHILDREN OF USM EMPLOYEES AND RETIREES](#)**. These procedures require that tuition remission benefits for spouses and dependent children of permanent faculty and permanent staff whose period of employment began on or after July 1, 1992 shall, in addition to restrictions outlined in BOR VII - 4.20, be available only after the faculty or staff employee has been in the university service for two years prior to the anticipated date of registration for course work.

B. Tuition Remission at Salisbury University for Spouses and Dependent Children of Faculty and Staff

1. Spouses and children of regular, full-time faculty and staff may enroll either as part-time or full-time students and receive tuition waivers on a space available basis.
2. Dependent children of retrenchment-terminated, full-time faculty who are enrolled full-time in the undergraduate program of a State University at the time of the parent's termination may continue to receive a tuition waiver for one year from the date of the termination.
3. Spouses and dependent children of full-time faculty who have been employed full-time by the University for at least seven of the previous ten (10) years may take courses at Salisbury University without payment of tuition, during an eight-year period after the death of the faculty member if there is space available in the courses. Spouses of full-time faculty members who die are not eligible for tuition waivers if they remarry after the death.
4. Only tuition is waived and all other applicable fees must be paid by the individual. Admission requirements are not waived and admission to undergraduate and graduate courses will be determined by the appropriate administrators.
5. The ["Request for Tuition Waiver" form](#) can be obtained from the Human Resources Office and must be submitted for approval prior to registering for classes.

Faculty Awards and Honors

THE REGENTS PROFESSORSHIP (BOR II-1.30)

In the matter of the regent's professorship, Salisbury University operates under the **UNIVERSITY SYSTEM OF MARYLAND BOR II - 1.30 POLICY ON THE REGENTS PROFESSORSHIP** which provides unique opportunities for faculty recognition. For complete details of this policy, go to: <https://www.usmd.edu/regents/bylaws/SectionII/III130.html>.

USM BOARD OF REGENTS' FACULTY AWARDS

The [Board of Regents' Faculty Awards](#) are the highest honor presented by the Board of Regents to exemplary faculty members within the University System of Maryland. These awards publicly recognize distinguished performance in 1) Teaching, 2) Scholarship, Research, or Creative Activity, 3) Public Service, 4) Mentoring, and 5) Innovation on the part of faculty members. Each year, the nomination process is handled by the University's Faculty Awards and Recognition Committee of the Faculty Senate and the Provost's Office with the approval of the President.

USM ELKINS PROFESSORSHIP

The [Wilson H. Elkins Professorship](#) was established in 1978 as the first permanently endowed, university-wide professorship at the University of Maryland. Candidates for the Elkins Professorship must possess the following qualifications: 1) A solid record of achievement in one's academic or professional discipline; 2) Demonstrated desire and ability to lead and inspire undergraduate and graduate students in the full range of learning situations, from lectures to student-teacher discussions; 3) Evidence of significant achievement beyond one's traditional discipline, but with a scholarly and professional relationship to the academic enterprise at USM; and 4) Demonstrated ability and intent to pursue scholarly or professional endeavors beyond the USM. Each year, the nomination process is handled by the deans and the Provost's Office with the approval of the President.

SU DISTINGUISHED FACULTY AWARDS

The Distinguished Faculty Award is the highest award given by the institution to faculty members who have demonstrated excellence in the areas of teaching, professional development, and service. Nominations are requested and evaluated by SU's Faculty Awards and Recognition Committee of the Faculty Senate. The call for nominations is in the spring semester and the award is made at the Welcome Back meeting at the beginning of the following fall semester.

FULBRIGHT AND LEAVE FOR OTHER PRESTIGIOUS AWARDS

The President of Salisbury University may grant professional and/or research leaves to faculty members including library faculty. The primary purpose of such leave is to provide an opportunity for faculty members to conduct scholarly or creative work that helps implement the mission of the University and enhances their standing in their disciplines or professions. These leaves may include Fulbright fellowships and/or similar leaves. See Chapter 3 of the Faculty Handbook for policies governing research leaves.

Personnel Policies

PROFESSIONAL COMMITMENT OF FACULTY (BOR II-3.10)

In the matter of the professional commitment of faculty, Salisbury University operates under **BOR II - 3.10 UNIVERSITY SYSTEM OF MARYLAND POLICY ON PROFESSIONAL COMMITMENT OF FACULTY** and has developed specific procedures for regular faculty reporting of outside professional consulting and external professional services. For complete details of the BOR policy, go to: <https://www.usmd.edu/regents/bylaws/SectionII/II310.html> and to review the procedures required by SU, read the policy below.

Salisbury University's Faculty Reporting Procedures for Potential Conflicts of Commitment*

Salisbury University Faculty are required to report outside conflicts of commitment or potential conflicts of commitment in two steps.

- 1) First, faculty must disclose any proposed significant commitment of professional activities to be undertaken outside the University or department to the Chair/Program Director, and the Dean in advance of the activity (routed through

the Chair/Program Director to the Dean). NOTE: A full-time faculty member who wishes to teach outside the University must have the advance written permission of the School/College Dean and the Provost (President's designee) **before** making such a commitment. A full-time faculty member may teach a maximum of two courses at another institution (See Teaching Outside the Institution).

Faculty are to send written notification of proposed activities to their chair at the beginning of each semester. For the fall semester, notification is due to the chair by August 31st. Chairs will send a summary report (electronic document) of these proposals and the chair's endorsement to the dean by September 15th. For the spring semester, notification of proposed activities is due to the chair by January 31st and endorsement from the chair to the dean by February 15th.

Guidelines for what constitutes a significant commitment will be established by each Department/Program with the approval of the Dean of the Unit. Department guidelines must be forwarded to the dean for review and approval by January 15th. External commitments that must be reported include teaching outside the institution, research/scholarship that involves the use of University resources, and services performed for other institutions within the USM or for other State of Maryland agencies.

- 2) Second, faculty must complete an annual report describing any and all significant Outside Professional Activities (so report on activities undertaken, not proposed activities). The final reports from the faculty shall be submitted by May 31st. A compilation of these reports is due from departments to the Dean's Office by June 15th.

If the faculty member and the chair fail to agree on whether an activity is a Conflict of Commitment, the issue will be addressed by the dean of the School.

*This policy has been adapted from II-3.10(A) and (B) UMCP Guidelines and Procedures for Conflict of Interest and Conflict of Commitment. This portion of the policy was approved by the Deans and Provost's Group, April 2006; Executive Staff, April 2006; Faculty Senate, May 2007 and Office of the Attorney General, June 2007
Approved by BOR November 1989
Amended by BOR June 2003
Approved by Senate 6/5/07 and Provost 6/8/07
Revised 9-7-07 (SU's Conflict of Commitment)
Approved by Provost on 6/9/10
Revised by Editor on 7/12/10

TEACHING OUTSIDE THE UNIVERSITY BY FULL-TIME FACULTY (BOR II-3.20)

In the matter of faculty teaching outside the University, Salisbury University operates under **BOR II - 3.20 UNIVERSITY SYSTEM OF MARYLAND POLICY ON TEACHING OUTSIDE THE HOME INSTITUTION BY FULL-TIME FACULTY**. A full-time faculty member, with the written permission of the President (or designee) of his or her institution, may teach a maximum of two courses at another institution for extra compensation during the individual's contract year. For complete details of this policy, go to: <https://www.usmd.edu/regents/bylaws/SectionII/II320.html>.

Approved by the BOR on 11/30/1989, Amended on 6/27/2003

EMPLOYMENT OF MEMBERS OF THE SAME FAMILY "NEPOTISM" (BOR VII-2.10)

In the matter of employment of members of the same family to the faculty, Salisbury University operates under **BOR VII - 2.10 UNIVERSITY SYSTEM OF MARYLAND POLICY ON EMPLOYMENT OF MEMBERS OF THE SAME FAMILY (NEPOTISM)**. For complete details of this policy, go to: <https://www.usmd.edu/regents/bylaws/SectionVII/VII210.pdf>.

ATTENDANCE AND ADMISSION TO UNIVERSITY-SPONSORED EVENTS (SU)

This policy is currently awaiting final approval. Please contact your chair or dean if you have any questions pertaining to attendance of University events. Most University events are free; consult the [Cultural Affairs](#) and [Athletics](#) webpages for events that may have ticketing.

AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY (BOR VI-1.00)

A. Equal Opportunity Statement

Salisbury University has a strong institutional commitment to diversity and is an Affirmative Action employer, providing equal employment and educational opportunities to all those qualified, without regard to age, class, citizenship, color, disability, ethnicity, gender, genetic information, immigration status, national origin, race, religion, sexual orientation, and veteran status. The University adheres to federal and state AA/EEO laws and University System of Maryland Board of Regents Policies Section VI General Administration: [VI-1.00](#), [VI-1.05](#), [VI-1.10](#), and [VI-1.60](#).

Salisbury University values diversity among our students, faculty, and staff and believes that interactions with those holding varying perspectives, backgrounds, and beliefs contribute to a well-rounded educational experience and promotes personal and professional development. Understanding and acceptance of others is of ever-increasing importance in today's world.

The [Office of Institutional Equity](#) works in partnership with the Office of Human Resources to educate and support employees in the search and selection process; and compiles applicant and employee data on an annual basis to assist the University in diversifying and retaining a high quality workforce.

Affirmative Action refers to a good faith effort to analyze our workforce and take positive action aimed at increasing the inclusion of historically excluded groups in employment, education and business. Affirmative Action is not a quota system. It is not designed to offer preferential treatment to, or exclude from participation, any group. To the contrary, Affirmative Action policies are intended to promote access for the traditionally underrepresented through heightened outreach and efforts at inclusion.

The Office of Institutional Equity serves as the Affirmative Action office, working in partnership with the Office of Human Resources to educate and support employees in the search and selection process, and compile applicant and employee data on an annual basis to assist the University in diversifying and retaining a high quality workforce. For more information, contact the Office of Institutional Equity at equity@salisbury.edu.

NON-DISCRIMINATION ON THE BASIS OF SEXUAL ORIENTATION AND GENDER IDENTITY OR EXPRESSION (BOR VI-1.05)

In the matter of non-discrimination on the basis of sexual orientation, Salisbury University operates under **BOR VI - 1.05 UNIVERSITY SYSTEM OF MARYLAND POLICY ON NON-DISCRIMINATION ON THE BASIS OF SEXUAL ORIENTATION AND GENDER IDENTITY OR EXPRESSION**, To review any information pertaining to this policy, go to: <https://www.usmd.edu/regents/bylaws/SectionVI/VI105.pdf>.

SEXUAL HARASSMENT, MISCONDUCT AND OTHER SEX AND GENDER-BASED DISCRIMINATION

Salisbury University is committed to providing a working and learning environment free from all types of sex and gender-based discrimination prohibited by state and federal laws, including [Title IX of the Education Amendments of 1972](#) as amended ("Title IX") and Title VII of the Civil Rights Act of 1964. SU prohibits and will not tolerate any form of sex or gender discrimination. Sexual Misconduct, which includes Dating Violence, Domestic Violence, Sexual Assault, Sexual Coercion, Sexual Exploitation, Sexual Harassment, Sexual Intimidation, Sexual Violence, Stalking, and related Retaliation, is a form of sex discrimination prohibited by Title IX and may also constitute criminal activity.

The University operates under [BOR VI-1.60 Policy on Sexual Misconduct](#) and Salisbury University's [Policy on Prohibiting Sexual Misconduct and Other Sex and Gender-Based Discrimination](#). For more information on these policies and procedures, please consult [SU's Office of Institutional Equity's website](#).

Approved by Dr. Janet Dudley-Eshbach, President: 4/11/01
Updated: 12/22/08; 2/23/09; 5/23/12; 10/14/13; 12/19/14
Amended on 6/19/2015

PROHIBITING NON-SEX BASED DISCRIMINATION (SU)

Salisbury University is committed to providing a working and learning environment free from all types of discrimination prohibited by State and Federal laws, including on the basis of sex, gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, genetic information, religion, sexual orientation, gender identity or expression, veteran status, or other legally protected characteristics. A complete version of [SU's Policy Prohibiting Non-Sex Based Discrimination](#) can be found on the [Office of Institutional Equity's](#) website.

Approved by Dr. Janet Dudley-Eshbach, President: 4/11/01
Updated: 12/22/08; 2/23/09; 8/15/15

INCLUSIVE LANGUAGE (SU)

As an institution that stands for equality of educational and employment opportunity, Salisbury University affirms its commitment to creating a campus environment free of arbitrary discrimination and bias, both subtle and overt. All personnel, when representing the University to its public, are urged to use language that indicates respect for human diversity.

In accordance with that aim, those preparing official university publications or written communications shall avoid biased language of two kinds: 1) using generic masculine words or titles to refer to all persons; and 2) using terms or expressions that reinforce demeaning attitudes or assumptions about persons or groups without regard to race, color, religion, national origin, sex, age, marital status, disability, or sexual orientation.

When illustrations are included in publications, they shall be chosen to reflect diversity according to guidelines suggested in style sheets of appropriate academic professional organizations. Care shall be taken to ensure that women, minorities and disabled persons are portrayed in non-stereotypical ways.

1. This policy is mandatory with respect to the public documents of the University. That is, the University is obligated to ensure that the form of the following documents reflects inclusive language.
 - a. The Faculty Handbook
 - b. The Advising Handbook
 - c. The Academic Administrators' Handbook
 - d. The Academic Catalog
 - f. Recruitment and Admissions Materials
 - g. Student Financial Aid Materials
 - h. Brochures with Campus wide Distribution
 - i. Publications of Career Services
 - j. Publications of Counseling Services
 - k. Press Releases
 - l. Publications for Alumni
 - m. Fundraising Materials

2. This policy is suggested and encouraged with respect to the content of individual documents related to instruction and collegial communication that faculty and administrators prepare and use. That is, faculty and administrators are asked to exercise their own judgment and to practice the spirit of inclusiveness in the language they use with students and their colleagues. Individual documents of instruction and collegial communication include but are not limited to:
 - a. Course Syllabi
 - b. Problems and Exercises
 - c. Cases and Case Studies
 - d. Drills and Quizzes
 - e. Tests and Examinations
 - f. Lab Manuals and Handbooks
 - g. Simulations and Games

- h. Lectures and Speeches
- 3. Deans, department chairs, program directors, and administrators will review their unit's contributions to the public documents of the University for the use of inclusive language and a balance of illustrations. The University Curriculum Committee will review and if necessary offer editorial suggestions for all new course titles and course descriptions which appear in public documents. It is the responsibility of the Publications Office to ensure that the changes decided upon by the appropriate University's committees or by the University's authorities are integrated into the public documents of the University.
- 4. All those involved in making changes should follow the guidelines set forth in the following documents:
 - a. The [Style Guide](#) of the Salisbury University Publications Office.
 - b. [Guidelines for Nonsexist Language](#) of the American Psychological Association (APA).

ACTS OF VIOLENCE AND EXTREMISM (BOR VI-1.10)

Salisbury University faculty and staff operate under [BOR VI - 1.10 UNIVERSITY SYSTEM OF MARYLAND POLICY ON ACTS OF VIOLENCE AND EXTREMISM](#). To review any information pertaining to this policy, go to: <https://www.usmd.edu/regents/bylaws/SectionVI/VII110.html>.

THE ROLE OF ALCOHOL AT EVENTS SPONSORED BY THE UNIVERSITY AND UNIVERSITY-RELATED ORGANIZATIONS (SU)

The University seeks to foster a culture of conversation where meaningful experiences are shared and bonds of community are formed. If the inclusion of alcohol is deemed appropriate at any on- or off-campus event sponsored by any university department or student organization, it should be included in a way that is compatible with the kind of culture the University strives to promote. It should not be included in a way that encourages underage drinking or inhibits the participation of either underage students or those who choose not to drink.

The members of any university department or student organization who are contemplating the inclusion of alcohol at a sponsored event should discuss the issue among themselves and, if alcohol is to be included, should discuss the concrete steps to be taken to ensure that considerations described above are addressed.

The distribution and use of alcohol must be in compliance with state law and university policy (see [SU Student Code of Conduct, Policies, and Procedures](#)). Faculty/staff advisors and student leaders are especially encouraged to consult the [Recognized Club and Organization Handbook](#) for additional information on state alcohol laws and the potential for criminal or civil liability.

POLICY ON A DRUG AND ALCOHOL-FREE WORKPLACE FOR EMPLOYEES (BOR VII-1.10)

In the matter of a drug and alcohol-free workplace, Salisbury University operates under **BOR VII - 1.10 UNIVERSITY SYSTEM OF MARYLAND POLICY ON A DRUG AND ALCOHOL-FREE WORKPLACE FOR EMPLOYEES**. To review any information pertaining to this policy, go to: <https://www.usmd.edu/regents/bylaws/SectionVII/VIII110.pdf>.

Salisbury University, as an employer, strives to maintain a workplace free from the illegal use, possession, or distribution of controlled substances.³ Unlawful manufacture, distribution, dispensation, possession or use of controlled substances by University employees in the workplace is prohibited under University policy.

In addition to any legal penalties under federal and state law, employees found to be in violation of this policy may be subject to corrective action under applicable university personnel policies. Sanctions shall be considered and imposed on a case-by-case basis and may range from required counseling to termination of employment. It is a condition of

³ As defined pursuant to Controlled Substances Act, 21 U.S.C. Sections 801, et seq.

employment at Salisbury University that all employees, including classified, contractual, faculty and administration whether full or part time, abide by the provisions of this notice and policy and notify the employer of any drug statute conviction for a workplace violation no later than five (5) days after such conviction. The University shall in the event of such conviction impose a sanction upon the employee and/or require treatment for the employee.

The University supports programs aimed at the prevention of substance abuse by university employees. Employees are encouraged to seek assistance for substance-dependency problems. Employee-assistance counseling and leaves of absence to attend rehabilitation programs are appropriate means for dealing with these problems. To determine the availability of such prevention programs including counseling, inquiries should be directed to the University's Human Resources Office.

Approved February 14, 1989

SMOKING POLICY (SU)

Smoking or vaping of any product is prohibited on the campus of Salisbury University. The ban on smoking/vaping includes all SU buildings (whether leased or owned), including residence halls, all grounds, including exterior open spaces, parking lots and garages, on-campus sidewalks, streets, driveways, stadiums, recreational spaces and practice facilities, and in all University-owned or leased vehicles. "Smoking" is defined as the burning of tobacco or any other substance including, but not limited to, marijuana in any type of smoking equipment, cigarettes, e-cigarettes, cigars or pipes. Vaping is defined as the act of inhaling and exhaling vapor produced by an electronic cigarette or analogous device.

This policy applies to all individuals on Salisbury University's campus, including faculty, staff, students, parents, vendors and visitors. Faculty, staff, students and visitors who violate the smoking/vaping policy may be denied access to the University campus. Concerns regarding student, faculty/staff and visitor violations of this policy should be respectively referred to the Office of Student Affairs, the Office of Human Resources or the University Police Department.

Approved:

Faculty Senate - Spring 2006

Staff Senate - Spring 2006

Student Government Association - Spring 2006

Executive Staff - May 2006

Revised and Enforced August 22, 2010

Revised and approved by the Faculty Senate on 3/29/17.

CAMPUS POLICY ON STORAGE (SU)

The University utilizes a variety of spaces for storage including offices, classrooms, laboratories, outbuildings, closets, etc. During routine investigations, required by law, it was found that the manner in which some offices and other campus areas have been maintained may be unsafe. State regulations apply to all storage areas that promote fire safety and meet established standards related to occupational safety & health.

University staff routinely require access to offices and storage areas for housekeeping or maintenance purposes. For their personal safety, health and well-being, walkways must be maintained free from hazards that might cause employees to slip, trip or fall. Faculty and staff need to use containers, cabinets and/or shelving to safely manage storage of books, periodicals, papers, etc. Further, storage must not block the flow of air to wall-mounted air conditioning/heating systems in offices. If the flow is blocked, Physical Plant is unable to perform system maintenance which negatively impacts air quality in that office/area.

POLICY:

Storage in campus buildings is regulated under the Code of Maryland Regulations (COMAR) 04.05.01.03 and National Fire Prevention Association (NFPA) Life Safety Code (7.1.10.1). All university personnel are expected to comply with these regulations.

These regulations include the following by University personnel:

- Maintain unobstructed office exit pathway (egress)
- Maintain unobstructed corridor egress
- No storage in stairways
- Storage height limited to 18 inches below ceiling in sprinkled areas
- No storage within 36 inches of an electrical panel
- Adequate clearance around and access to fire equipment
- Proper storage for flammable materials

Though not a part of the regulations described above, the following Salisbury University requirement applies:

- Maintain unobstructed access to wall-mounted air conditioning/heating systems

Rev: 1/2009

POLICY REGARDING PETS IN CAMPUS BUILDINGS (SU)

In accordance with State of Maryland COMAR 04.05.01.03, dogs and other pets are not permitted in university buildings. The only exceptions to this policy include the following: President's Residence, Regent's Retreat, Carriage House, laboratory animals and service animals for people with disabilities or law enforcement. Employees and / or visitors in violation of this regulation will be asked to leave the building immediately. Repeated violations of State of Maryland COMAR 04.05.01.03 will be added to an employee's personnel file and notification sent to the appropriate administrator.

Rev: 1/2009

MISCELLANEOUS UNIVERSITY POLICIES

ELECTRONIC MAIL SERVICES ACCEPTABLE USE POLICY (SU)

General Principles

Electronic mail (email) services at SU are provided to support educational and scholarly communication, administration and other SU business. Everyone using email should be considerate of the needs of others, and be certain not to impede the use of the email services by others. Users should be respectful of the feelings of others and be aware that any message can be redistributed to anyone with great ease. In addition, all electronic messages must contain the name and electronic mail address of the person making the information available; no anonymous information should be sent. This policy does not supersede or negate any part of the [SU Information Technology Acceptable Use Policy](#).

Email access is provided for all students, faculty and staff of the university. For students, email access remains in place for two years following their separation from the university. Faculty and staff are provided email services while they are employed by the university. Exceptions are made for faculty and staff who retire from the university. Their access to email is continued for one year intervals. They will be asked annually if they would like to continue using email.

Email Privacy

Electronic mail messages are considered private correspondence. As such, messages are viewed as the private property of the receiver and will not be made available to other members of the campus community without the owners' consent. Although privacy and security are of the utmost importance, university administrators may access messages under some circumstances. These include:

- To comply with a request under federal or state public information laws;
- To maintain, repair, and troubleshoot the computer network;
- To investigate misuse of the network, such as theft, copyright infringement, gambling, pornography, and harassment, after the University is put on notice of a specific concern; and
- To obtain university business records and to conduct business-related investigation, such as audits.

Acceptable Uses of University Email

The SU email system may be used as follows:

- To perform educational/university business and to communicate with all friends, family, classmates, and associates locally and off campus.
- To communicate with local and foreign educators, students, researchers and colleagues in connection with instruction or research.

Unacceptable Uses of University Email

The SU email system may **not** be used:

- To engage in or promote private commercial business purposes in violation of University policies;
- To send chain letters, or any illegal schemes or activities;
- To send mailings to large numbers of people that contains unwanted solicitations or information. These mailings are often referred to as "spam."
- To launch an email "attack" resulting in a denial of service to university email users;
- To send messages which constitute illegal activities or harassment or infringement on the rights of others;
- To send anonymous mailings, or mailings which impersonate another individual;
- To introduce a computer virus; or
- To violate the constraints on communications imposed by any licensing or professional association to which the user belongs.

Enforcement of Policy

Any user who engages in the actions specifically prohibited under "Unacceptable Uses," as judged by the University Chief Information Officer, may lose access to email services, pending a meeting with the Chief Information Officer. Notification of loss of access must be accompanied by a written explanation. If the issue is not resolved during this meeting, further appeal may be necessary to regain email access. In the case of students, the Office of the Vice President of Student Affairs will determine the appropriate action including referral to the Office of Student Conduct. In the case of faculty, the Academic Freedom and Tenure Committee will make the judgment and in the case of staff, the appropriate supervising Vice President will hear any appeal.

Recommendations on Email and Network Use

Some recommendations for the use of campus email:

1. It is recommended that communication of confidential or proprietary information be restricted as much as possible.
2. If a user inadvertently comes upon information not intended for public viewing, exit immediately.
3. It is recommended that users store no personal information about others in their files.
4. Files that are considered highly personal or confidential should be stored on the owners' personal computer and protected by a password, and removed from the campus network.
5. It is strongly recommended that users maintain the confidentiality of their email and network passwords. Approved by SU Faculty and staff Senates Spring 2002.

Approved by Faculty Senate 1999

Revisions approved by Faculty Senate November 20, 2012 and
Provost November 26, 2012

ACCEPTABLE USE OF COMPUTING AND ELECTRONIC RESOURCES (SU)

I. Purpose

The purpose of this policy is to outline the standards for responsible and acceptable use of Salisbury University (“University”) computer and information technology (“IT”) resources. In support of the University’s mission, IT resources are provided to authorized users related to their University status and responsibilities to support the academic, research, instructional, administrative, service and otherwise educational endeavors of the University. The University is committed to Constitutional First Amendment principles of free expression and the fundamental liberal arts concept of scholarly inquiry and free exchange of ideas. The University will not engage in censorship or otherwise limit access to information when the content is legal. Each Authorized User is expected to conduct oneself and one’s use of University IT resources responsibly, ethically, in compliance with the law and the rights of one another. Inappropriate use of IT resources exposes the University to risks including, but not limited to, breach of personal computer security, exposure of restricted data, compromise of network systems and services, detriments to technology performance, breach of University contracts, and legal liability. Information Technology is committed to protecting Authorized Users and the University from intentional or negligent illegal or damaging use of IT resources.

II. Definitions

- a. Authorized Users. Authorized Users include the following categories of University affiliated entities:
 - i. University students;
 - ii. University employees, including faculty, staff, student employees, temporary and other categories of University workers; and
 - iii. Contractors, consultants, and all personnel affiliated with third parties under contract with the University.
 - iv. Approved guests of the University.
- b. Information Technology Resources. IT resources include, but are not limited to, University owned or leased Electronic Equipment, operating systems, storage media, applications, software, files and network accounts providing electronic mail, web browsing and file transfer.
- c. Electronic Equipment. Electronic equipment includes, but is not limited to, laptop and desktop computers, tablets, mobile and smart phones, personal digital assistants, scanners, printers, flash drives, data/memory sticks and docking stations.

III. Scope

This policy applies to Authorized Users who use and/or access the IT resources whether on the University’s campus(es), off campus, or through virtual private networks. This policy applies to all equipment that is owned or leased by the University and governs activity on personal devices while on the University campus that utilizes any IT resources as well as all communications to and from the University while off campus. The University generally does not monitor material residing on University computers housed within a private residence or on non-University computers, regardless of whether such computers are attached or able to connect to campus networks.

IV. General Use and Ownership

IT resources are the property of the State of Maryland and the University. Authorized Users may use IT resources for incidental personal use and in support of the business and academic mission of the University. It is the responsibility of each Authorized User to know and comply with this policy and security standards published by IT. This responsibility includes protecting the privacy and security of passwords, and using IT resources solely for their intended purposes. Authorized Users are solely responsible for their use of IT resources, and may not represent or imply that their associated use constitutes the views or policies of the University. Communications originating from the Authorized User are identified as such and the Authorized User assumes responsibility for all communication originating from equipment or accounts assigned to that User. In the event of a security breach related to User accounts or equipment, the User shall act expeditiously to report and correct the situation.

Authorized University IT officials may monitor and access systems, network traffic and electronic equipment for maintenance, operation, security, quality of service, business-related purposes (such as audits), to investigate an alleged

violation of this policy, and for policy or legal compliance. An Authorized User's privacy will be preserved to the extent possible, subject to the University's administrative, business and legal obligations. There should be no expectation of privacy in the material sent or received when using IT resources or third party vendor applications provided by the University (e.g. student email systems). All data created or received for work purposes and contained in University electronic files, servers or email are public records, unless otherwise protected by law or contract. All public records shall be maintained and disposed in compliance with State, USM and University approved record retention and disposition schedules.

V. Unacceptable Use

The use of IT resources is a privilege, not a right. Access is granted to Authorized Users subject to all University, University System of Maryland ("USM") and State of Maryland policies, Federal, State and local laws and ordinances. The following list, while not exhaustive, describes conduct defined as unacceptable use prohibited by this policy.

- a.** Knowingly using IT resources for illegal activity including, but not limited to,
 - i.** Sexual harassment;
 - ii.** Discrimination on the basis of a Federally protected characteristic or sexual orientation;
 - iii.** Infringing upon intellectual property rights, including Federal copyright law, trademark, patent, trade secret or software licensing, such as pirating, installing, copying, distributing, or using digital content such as software, music, text, images or video without appropriate license or as qualifies under "Fair Use;"
 - iv.** Exporting software, technical information, encryption software or technology in violation of international or regional export control laws. Legal counsel and appropriate administration should be consulted prior to export of any material in question;
 - v.** Obscenity;
 - vi.** Child pornography;
 - vii.** Threats or harassment by means of email, instant messaging, telephone or paging, whether through language, frequency or size of messages;
 - viii.** Defamation; or
 - ix.** Theft, including identity theft.
- b.** Unauthorized access, altering or reverse engineering system software or hardware configurations.
- c.** Deliberately or knowingly disrupting, interfering with, or denying service to any Authorized User or IT service administration, including overloading or otherwise adversely impacting system performance and support, regardless of whether the conduct actually impacts other Authorized Users' use of the IT resources.
- d.** Accessing, attempting access, or facilitating access to another User's accounts, private files, email messages, or intercepting network communication without the User's permission, except in accordance with job responsibilities for legitimate University purposes.
- e.** Misrepresenting oneself as another individual electronically.
- f.** Any effort, regardless of whether successful, to circumvent IT system security.
- g.** Use for commercial gain or private profit, including running a non-affiliated University business or personal consulting outside the scope of University job responsibilities, except as permitted by University intellectual property policies or University spinoffs endorsed and managed through University research and technology transfer offices.
- h.** Representing oneself as an agent of the University without authority.
- i.** Accessing and/or disclosing sensitive or confidential information without authority.

- j. Intentionally or recklessly introducing or transmitting destructive or malicious programs such as viruses into the network or networked devices.
- k. Allowing use of Authorized User's or other accounts by others, including family and other household members. Circumventing user authentication or security of any host, network or account.
- l. Forwarding restricted University email to unauthorized recipients.
- m. Sending or posting unsolicited and/or inappropriate mass email messages without proper authorization; examples of unacceptable use include "spam" junk email, chain letters, pyramid schemes or other commercial advertising.
- n. Unauthorized use, deliberate disguising of the sender, or forging of email header information, including alteration of the content of an email message originating from another sender with intent to deceive.

VI. Enforcement

A violation of this policy constitutes unacceptable use of IT resources and may violate other University policies and/or federal or state law. Known or suspected violations of this policy should be reported to IT. The University Chief Information Officer ("CIO") or his/her designee may suspend, block, relocate to a secure site, or restrict access to information and network resources when necessary to protect the integrity, security or functionality of IT resources or to protect the University from liability. Notice of any such action will be provided to the Vice President for the affected unit. Appropriate University officials and/or law enforcement agencies will respond to any alleged violations of this policy. Authorized Users in violation of this policy may ~~result in~~ be subject to restriction, suspension or termination of access to computing accounts, the network or other IT resources and/or other University owned technology devices as well as disciplinary action as defined in, but not limited to, the Student Code of Conduct, the Faculty Handbook, Policy Manual for Employees, University contracts and State of Maryland, USM and other University policies. A violation of this policy may constitute an alleged criminal offense and may also be referred for criminal or civil prosecution under applicable Federal and/or State law(s).

VII. Review

Consistent with USM requirements, this policy will be reviewed and updated annually or as needed based on the recommendation of the CIO. Such updates will be conducted in a manner consistent with the practices of shared governance. All updates made will be reported to the governance bodies (i.e. Staff, Student and Faculty Senates).

VIII. Links to Related USM and SU Policies

Guidelines in Response to the State IT Security Policy and Standards

IX. Contact

To report comments, questions or an alleged violation of this policy, please contact the Policy Administrator: abuse@salisbury.edu; Salisbury University Information Technology; Teacher Education & Technology Center, Room 201; (410) 543-6111.

USM Records Retention Standards – Salisbury University's policy regarding Records and Retention Standards will be developed at a later date. Contact the Provost Office if you need additional information.

Approved by Information Technology August 1, 2012
 Approved by Faculty Senate November 20, 2012
 Approved by Provost November 26, 2012

ADVERTISING (BOR VI-3.00)

1. State appropriations may be used for paid advertisement in commercial media only for the purposes of faculty or staff recruitment and for the dissemination of information concerning programs, activities, events, and services.

2. School endowment funds may be used for paid advertisement in commercial media only in accordance with the stipulations or the endowments. Details of school particular endowment stipulations are available from deans of endowed schools and from the Office of Institutional Advancement.
3. Grant award funds may be used for paid advertisement in commercial media only in accord with grant stipulations.

INSPECTION OF PUBLIC RECORDS (BOR VI-5.00)

In the matter of inspection of public records, Salisbury University operates under **BOR VI - 5.00 UNIVERSITY SYSTEM OF MARYLAND POLICY ON INSPECTION OF PUBLIC RECORDS**. For complete details of this policy, go to: <https://www.usmd.edu/regents/bylaws/SectionVI/V1500.pdf>.

USE OF PHYSICAL FACILITIES OF THE UNIVERSITY FOR PUBLIC MEETINGS (BOR VI-4.10)

1. The physical facilities of the university may be used for public meetings, including political meetings, if proper safeguards are observed to assure their orderly use.
2. Persons wishing to use a facility must apply to the office of conference planning to obtain procedures for using campus facilities.
3. The University may make reasonable charges for the use of the facilities to cover costs including utilities, police protection, janitorial services and other necessary expenses.
4. Permission to use a facility does not imply endorsement by the University of the view or programs of the user.

BACKGROUND CHECK POLICY AND PROCEDURES (SU/ BOR VII 1.15)

I. POLICY

Salisbury University (“University”) is committed to maintaining a safe environment for members of the University community, as well as its property, funds, and other assets. The background check process is intended to help the University evaluate whether individuals are eligible for employment or other service with the University. The University requires, obtains, analyzes, applies, and retains background check information in a manner that is fair and consistent with applicable laws.

II. SCOPE OF THE POLICY

- A. The University will conduct a background check only after a candidate for employment has been offered and accepted a conditional offer of employment with the University. An offer of employment at the University is contingent on satisfactory results of the candidate’s background checks as determined below.
- B. The following individuals are subject to background checks:
 1. Newly hired and rehired employees, including regular and contractual faculty, regular and contingent staff and student employees;
 2. Current employees who change jobs due to promotion, lateral transfer, or reassignment and whose new duties (e.g. access to controlled substances, financial responsibilities, or other sensitive jobs) may be subject to a new background check;
 3. Rehired contractual employees who have had a break in service of more than three years;
 4. Individuals who work or volunteer as part of a University-sponsored program or summer program that is offered to minors (individuals under the age of 18);
 5. Volunteers; and

6. Contractors, consultants or others working at the University, on University property, or in University-affiliated programs, if, in the University's determination, the background checks conducted by their agencies are not satisfactory to the University.
- C. Students who work or volunteer at the University or in University-affiliated programs are not generally subject to background checks unless the nature of their position involves working with minors, access to large amounts of funds, access to highly confidential information or in other cases in which the University may determine a background check is necessary.

III. TYPES OF BACKGROUND CHECKS

- A. For all individuals subject to background checks for employment, the University will conduct the following:
1. Criminal background checks;
 2. Sexual offender registry checks; and
 3. Employment history checks, including verification of employment references.
- B. Candidates for employment may be subject to additional background checks depending on the duties and responsibilities of the position. Additional background checks may include, but are not limited to:
1. Verification of educational degrees, academic transcripts, licenses, and/or certifications;
 2. Credit reports;
 3. Motor vehicle checks;
 4. Social security reports;
 5. Sexual offender registry checks;
 6. Examination of federal debarment lists;
 7. Drug screenings.

IV. PROCEDURES

A. Authorization Form

Candidates for employment must sign an authorization form giving the University permission to conduct the background checks needed and disclose past criminal convictions. If the University determines that a candidate has provided false or misleading information regarding criminal convictions, the candidate may be ineligible for the current position or may be subject to disciplinary action up to and including termination.

B. Process

1. Candidates for employment required to have a criminal background check which includes fingerprinting, must be fingerprinted by the Salisbury University Police Department ("SUPD") or at a fingerprinting location approved by the Maryland Criminal Justice Information System ("CJIS"). The SUPD offers *Livescans* services, which electronically submit the individual's fingerprints to CJIS.
2. Candidates for employment required to have a criminal background check that does not include fingerprinting, must complete the background check process through the University's designated vendor.

C. Process for Foreign Nationals

The University will determine the process for foreign nationals depending on their immigration status. Individuals who reside in the U.S. or who have resided in the U.S. within the past seven years will normally be required to have a criminal background check through CJIS. In addition, individuals who resided outside the U.S. within the past seven years will normally be required to have an international background investigation conducted by a third party with which the University contracts. The University reserves the right to conduct the type of background checks that it determines are job-related and necessary.

D. Review of Results

The University's Human Resources Office ("HR") serves as the office of record for receipt of the results of background checks. In consultation with the University General Counsel and the Vice President responsible for hiring the employee, HR will conduct an individual assessment of the results of a background check of a candidate for employment where necessary. Review of background check results will be held in strict confidence by

reviewers. Results that include, but are not limited to, the following will be taken into consideration in assessing a candidate's eligibility for employment:

1. The nature and extent of the individual's past criminal convictions in relation to the nature, duties and functions of the job;
2. The facts or circumstances surrounding the offense;
3. The length of time elapsed since the criminal convictions took place;
4. The number of offenses with convictions;
5. Rehabilitation efforts (e.g., training or education).

E. Employment Decisions

Candidates for employment may be asked to provide the University with additional information regarding issues disclosed by the background check results. HR is responsible for making the final decision regarding fitness for employment. The University will not deny employment to an applicant based solely on a record of arrest in the absence of a conviction, other criminal penalty, or substantiation of facts underlying the arrest that relate to the individual's fitness to perform the duties of the job. Criminal convictions will not necessarily bar employment at the University. If a candidate is denied employment, a letter of adverse action will be sent to the candidate. A candidate for employment or a volunteer is not permitted to begin work at the University until all background checks have been determined to be satisfactory by HR. If an applicant feels the decision to rescind the conditional offer of employment based on the information contained in their background check is not justified, the applicant can submit a request for reconsideration, with a supporting rationale, to the Associate Vice President of HR.

F. Challenge of Background Check Information Received

1. An individual denied employment due to the results of a criminal background check may challenge the completeness, contents, accuracy or dissemination of the information of their criminal record with the FBI or the related law enforcement agency directly. In addition to contacting the appropriate law enforcement agency, an individual seeking to challenge such results must send a signed, written notice to HR that includes:
 - a. The specific part of the criminal history record information being challenged;
 - b. The change requested to correct or complete the results;
 - c. Any available documentation or other evidence supporting the challenge;
 - d. A statement that the information supporting the challenge is accurate and is made in good faith;
 - e. Individuals challenging the completeness, contents, accuracy or dissemination of their criminal record will have twenty (20) calendar days to resolve the matter. If the matter is not resolved within twenty (20) calendar days, the University reserves the right to make a final employment decision based on the information it has in its possession.
2. An individual denied employment due to the results of a background check that is not criminal may challenge the completeness, contents, accuracy or dissemination of the information pursuant to the requirements of the Fair Credit Reporting Act.
3. HR shall review the notice and any accompanying documentation and shall notify the individual of the results of its review and a final decision regarding employment.

V. CRIMINAL CONVICTIONS FOLLOWING HIRE

Employees and volunteers are required to report, within five (5) business days, to HR any criminal convictions that occur after they begin employment with the University. Failure to report subsequent criminal convictions may result in disciplinary action up to and including termination.

VI. RESPONSIBLE DEPARTMENT

The University's Human Resources Office is responsible for implementing this Policy and may be contacted with questions regarding this Policy at: (410) 548-6035.

Approved by: Executive Committee, Effective: June 1, 2018; Amended: March 28, 2019

POLICY ON PUBLIC RECORDS CONTAINING SOCIOLOGICAL INFORMATION (SU/BOR VI-14.00)

I. POLICY STATEMENT

The Salisbury University shall deny inspection of any and all records containing sociological information.

II. PURPOSE

This policy is intended to define Sociological Information that shall be excluded from inspection and disclosure as part of a public record under the Maryland Public Information Act (codified at Annotated Code of Maryland, General Provisions Article, §4-101 *et seq.* (the “Act”).

The Act grants the public a broad right of access to government records. However, §4- 330 of the Act provides, “If the official custodian has adopted rules or regulations that define sociological information...a custodian shall deny inspection of the part of a public record which contains sociological information....”

In accordance with the Act, Salisbury University (the “University”) adopts this policy and defines University data that constitutes Sociological Information. Consequently, the University shall deny inspection, under the Act, of any and all records containing sociological information.

The exclusion of Sociological Information from public disclosure will serve to preserve the privacy of personal information and combat identity theft victimization of the University community.

This Policy impacts all University community members including, but not limited to, students, employees, vendors, donors, or other individuals participating in a University program or event or using University facilities.

III. DEFINITIONS

- A. *Sociological Information*: is any information that may compromise, or be combined with other data to compromise, a University community member’s personal information or put a University community member at risk of identity theft/victimization.
- B. *University Community Member*: includes, but is not limited to, students, employees, vendors, donors, and any individuals participating in a University program or event or using University facilities.

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IV. PROCEDURE

- A. Pursuant to the Act, the University shall deny access to the following public record(s), or portion(s) thereof, containing Sociological Information of University Community Members, except as otherwise required by law. Sociological Information of a University Community Member includes, but is not limited to, the following information maintained by the University:
 - 1 Financial aid records of individuals or their families;
 - 2 Records about an individual's family, race, creed, color, religion, sex, gender, ethnicity, pregnancy, ancestry, age, gender identity or expression, national origin, veteran status, marital status, sexual orientation, physical or mental disability, or genetic information;
 - 3 Social security numbers;
 - 4 Date and place of birth;
 - 5 Credit card and other banking information;
 - 6 Home addresses of employees, local school addresses for students;
 - 7 Phone numbers, or electronic mail addresses;
 - 8 Information regarding marital status, dependents, or relatives;
 - 9 Information regarding disciplinary status;
 - 10 Records related to an application for employment;
 - 11 Applications for admission, scholarship, stipend, or awards, including those of applicants who were either not admitted or chose not to matriculate;
 - 12 Class or employment attendance;
 - 13 State residency status;

- 14 Immigration status;
- 15 Any information obtained through employment coaching or surveys;
- 16 Financial information, including income (excluding state salary), assets, and liabilities;
- 17 Donation and donor information, such as gift agreements, communications, and contact information for individuals or entities who have made charitable donations (e.g., goods, services, money) to the University or the Salisbury University Foundation; and
- 18 Records not related to the transaction of University business.

B. Information determined by the University to be “directory information” as that term is defined under the Family Educational Rights and Privacy Act of 1974 (FERPA) shall be provided in compliance with FERPA regulations.

V. RESPONSIBLE OFFICE

The Office of General Counsel (410-548-2331) and the Office of the Registrar (410-543- 6150) are responsible for the implementation and review of this policy.

Approved by: July 25, 2019; Effective Date: August 1, 2019

WAIVER OF TUITION AND GRANTING OF OTHER PRIVILEGES FOR SENIOR CITIZENS OF THE STATE OF MARYLAND ([BOR VIII-2.30](#))

Salisbury University extends special privileges, where practicable, to senior citizens who are residents of the State of Maryland. The term "senior citizen" includes any individual who is 60 years of age or older, who is retired and whose chief income is derived from retirement benefits, and who is not employed full time. Privileges include, subject to certain conditions, waiver of tuition for undergraduate and graduate courses and use of the library.

I. *Waiver of Tuition*

- A. Tuition waivers are available at Salisbury on a space available basis, and the university determines space availability. A senior citizen shall not be entitled to a waiver of tuition for more than three courses in a single academic semester or term.
- B. Tuition is defined as the basic instructional charge for courses and does not include fees, such as those for application, registration, or other mandatory fees.
- C. Senior citizens may enroll in a degree granting program under this policy only if they are admissible to that program.
- D. The Human Resources Office administers the senior citizen tuition waiver program and distributes and authorizes the necessary forms.

II. *Golden Identification Card Program*

- A. Eligible senior citizens may apply for a Golden Identification Card from any institution in the University System, which shall be honored throughout the System. This card shall serve to identify the individual as eligible for any privileges (for example, use of the libraries) that an institution determines to be available to senior citizens. Holders of the Golden Identification Card may be entitled to admission to student events, as determined by the institution.
- B. Except for emergencies, the health care facilities at institutions where they exist shall not be available to holders of the Golden Identification Card unless they are enrolled as regular full-time students and have paid the health fee.