



Introduction

The Towson University *Faculty Handbook* presents important policies and procedures that faculty need to know. However, the *Faculty Handbook* does not amend, supplement, or constitute any part of the employment contract of any university employee. All provisions in the *Faculty Handbook* are subject to change at any time. Such changes will be made in accordance with all applicable established procedures.

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Chapter 1

Towson University Mission and Strategic Plan

Section I. Towson University Mission and Strategic Plan
<http://www.towson.edu/about/mission/index.html>

Chapter 2

The University System of Maryland (USM) and Towson University (TU) Governance Structures

Section I. Governance of the University System of Maryland

<http://www.usmd.edu/regents/>

<http://www.usmd.edu/usm/>

Section II. Policy on Shared Governance in the University System of Maryland (USM 1-6.00)

<http://www.usmd.edu/regents/bylaws/Section1/1600.html>

Section III. Organization of Towson University/Organizational Charts

Executive Division:

<http://www.towson.edu/about/administration/index.html>

Chapter 3

Faculty: Appointment, Rank and Tenure; and Workload

- Section I. Towson University Policy on Appointment, Rank and Tenure of Faculty (TU 02-01.00)**
<https://inside.towson.edu/generalcampus/tupolicies/documents/02-01.00%20Towson%20University%20Policy%20on%20Appointment.%20Rank%20and%20Tenure%20of%20Faculty%201.pdf>
- Section II. Policy on Appointment, Rank and Tenure of Faculty (USM 11-1.00)**
<http://www.usmd.edu/regents/bylaws/Section11/II100.pdf>
- Section III. Towson University Comprehensive Faculty Workload Guidelines**
http://www.towson.edu/provost/academicresources/documents/faculty_workload_guidelines.pdf
- Section IV. Policy on Faculty Workload and Responsibilities (USM 11-1.25)**
<http://www.usmd.edu/regents/bylaws/Section11/II125.html>
- Section V. Policy on the Employment of Adjunct Faculty (TU 02-01.07)**
<https://inside.towson.edu/generalcampus/tupolicies/documents/02-01.07%20%20Employment%20of%20Adjunct%20Faculty.pdf?170621112935-0400>
- i. Procedures for Promotion of Adjunct Faculty**
- Section VI.**

- Section VII. Policy for Clinical Faculty Evaluation, Reappointment, Promotion and Merit (TU 02-01.08)
<https://inside.towson.edu/generalcampus/tupolicies/documents/02-01.08%20Policy%20for%20Clinical%20Faculty%20Evaluation.%20Reappointment.%20Promotion%20and%20Merit.pdf>
- Section VIII. Policy on the Employment of Lecturers (TU 02-01.05)
<https://inside.towson.edu/generalcampus/tupolicies/documents/02-01.05%20Policy%20on%20the%20Employment%20of%20Lecturers.pdf>

Chapter 4

Faculty Leave Policies and Procedures

- Section I. Policy on Annual Leave for Faculty (USM 11-2.40)**
<http://www.usmd.edu/regents/bylaws/Section1I/II240.html>
- Section II. USM Policy on Sick Leave for Faculty Members (USM 11-2.30)**
<http://www.usmd.edu/regents/bylaws/Section1I/II230.pdf>
- Section III. Policy on Family and Medical Leave for Faculty (USM 11-2.31)**
<http://www.usmd.edu/regents/bylaws/SectionII/II231.html>
- Section IV. Policy on Parental Leave and Other Supports for Faculty (USM 11-2.25)**
<http://www.usmd.edu/regents/bylaws/Section1I/II225.pdf>
- Section V. Policy on Leave without Pay for Faculty (TU 02-02.20)**
<https://inside.towson.e1P10 0p>
- Section VI.**

**i. Implementing Procedures for Towson University Policy on
Sabbatical Leave**

https://www.towson.edu/provost/academicresources/documents/implementing_procedures_for_tu_policy_on_sabbatical_leave.pdf

ii. Sabbatical Leave Application

[https://inside.towson.edu/generalcampus/formsrepositorC549D913\(t\)-13\(p\)-20\(s\)-2et7\(i\)](https://inside.towson.edu/generalcampus/formsrepositorC549D913(t)-13(p)-20(s)-2et7(i))

Health benefits are available through the State of Maryland Employee Benefits Division. Disability and life insurance benefits are offered through the University System of Maryland. Benefits are elected at the time of hire and remain in effect throughout the calendar year unless there is a qualifying event (i.e., marriage, divorce, birth, adoption)

Workers' Compensation/Accident Leave may be available to employees who suffer a work-related illness or injury. Information regarding the policy on Accident Leave can be accessed here:

<https://inside.towson.edu/generalcampus/tupolicies/documents/07-07.40%20Accident%20Leave.pdf>

Further information can also be found in the Office of Human Resources' Work Related Injuries document

http://www.towson.edu/hr/documents/first_report_of_injury.pdf

WELLNESS PROGRAM

Faculty and staff who enroll in a medical plan are encouraged to participate in the State of Maryland Wellness Program to either stay healthy or get healthy and to enjoy wellness rewards and lower medical plan premiums. For further information, please visit <http://www.towson.edu/hr/current/benefits/health.html> under the "Wellness Program" section.

UNIVERSITY STORE DISCOUNT

Employees are eligible to receive a 10% discount toward the purchase of many items in our University Store.

PARKING

Regular, full time faculty and staff, contingent faculty, Emeritus faculty, retired staff, partner company employees, temporary employees and volunteers are eligible to purchase Faculty/Staff permits. Permits are valid in all Faculty/Staff and Overflow areas at all times and Commuter areas after 3:00 p.m. Permits are not valid in General Services or Public Safety parking areas. For additional parking information, please visit <https://www.towson.edu/parking/facultystaff/permits.html>.

SOCIAL SECURITY

Please visit the Social Security website (<https://www.ssa.gov/>) to explore the many tools and resources available. You can apply for benefits online, visit their frequently asked questions page, utilize a variety of calculators to help you plan for the future, and more.

RETIREMENT

Information about the retirement process and retirement benefits, including details about the Maryland State Retirement & Pension System (Pension Plan), Optional Retirement Program (ORP), health benefits, social security, and tuition remission can be found on the Office of Human Resources website:

administration of the various programs, the terms and conditions set forth in the various program contracts, rules, regulations, or laws shall prevail

Section IV.

Chapter 6 Separation

Section I.

Section II.

B. Definitions

1.

notice of any such adjustment. Failure to comply with such schedules shall not be grounds for appeal under these retrenchment procedures.

E. Retrenchment Committee

There shall be a Faculty Retrenchment Committee consisting of one tenured faculty representative from each college, and two, at large, non-tenured faculty members. The tenured and non-tenured faculty shall serve staggered terms of three years. One-half of the faculty representatives shall be elected and one-half shall be appointed by the president from nominations made by the Executive Committee of the University Senate. After three years an elected faculty seat shall rotate on an appointed faculty seat and vice versa. The Chairperson of the University Senate shall be responsible for establishing the staggered terms and for supervising the alternation of elected and appointed terms. If faculty decline to elect faculty members in a timely manner, or if faculty decline to serve, the president shall appoint the committee members required to serve, including non-faculty members, if necessary.

The following persons shall serve on the Committee: the provost, Senior Vice President and Chief Fiscal Officer, and the Associate Vice President for Academic Programs. Ex officio, non-voting members shall be the Fair Practices Officer, the Associate Director of Institutional Research, Enrollment Management, & Planning, and the President of the AAUP Faculty Association. The chairperson shall be a faculty representative.

F.

Where lack of appropriations or other funds with which to support the

- c. Number of graduates by discipline;
- d. Percentage of CHP generated by tenure/tenure-track faculty by level;
- e. Staffing patterns (full-time, part-time) by discipline
- f. Non-instructional productivity including scholarship and service activities.

The Vice President and Chief Fiscal Officer will furnish the committee information on the current budget, the budget in preparation (current year plus one), and the bu

4. Committee recommendations

The Committee shall submit its recommendations and retrenchment plan to the president in the time specified by the University. In the event the Committee recommends reduction or elimination of specific departments, the Committee will advise those departments in which the programs are located at the time the Committee submits its recommendations to the president. Chairpersons and faculty in

2. Appeal procedure

A faculty member whose appointment is terminated under these retrenchment procedures shall have a right to appeal in accordance with these procedures only. No other appeal procedures within Towson University are applicable. However, faculty who believe that the decision to retrench was based on illegal discrimination are encouraged to seek the advice of the University's Fair Practices Officer.

The faculty member must include all grounds for appeal in the written request for appeal.

The filing or consideration of a request for appeal will not alter the effective date of termination of the appointment.

3. Appeal Schedule

- a. A written request for appeal must be filed with the president within 10 working days after the effective mailing date of the notice of termination. Working days are defined as Monday through Friday, inclusive, exclusive of holidays recognized by the University.
- b. If a faculty member appeals, the committee shall inform the faculty member of the date, time and place of the hearing no later than 10 working days after the president's receipt of the written request for appeal. The Committee must schedule the hearing to occur within 30-45 calendar days after the president's receipt of the appeal.
- c. The faculty member must provide to the Committee a statement of facts on which the appeal is based and a list of witnesses and documents to be introduced at the hearing no later than five working days prior to the date of the hearing.

4. Grounds for appeal

The grounds for appeal shall be limited to:

- a. error in the application of the order of termination of appointment;
- b. procedural error;
- c. insufficiency of notice of termination;

- d. whether any deviation from the order of termination was made without reasonable grounds; and
 - e. the termination was otherwise unlawful.
5. Conduct of the hearing
- a. The purpose of the hearing is to provide a fair and orderly forum for the presentation of evidence and views and for the questioning of witnesses by the Committee. The faculty member shall have the burden of proof at the hearing.
 - b. The University will be represented by the Office of the Attorney General or its designee. The faculty member may be represented by legal counsel throughout the appeal proceedings at the faculty member's expense. A representative from the AAUP chapter will be permitted by request of the faculty member or Committee to attend the hearing (including closed sessions, if any) as an observer.
 - c. The faculty member and the University each may call witnesses and present documentary evidence at the hearing. Each member of the Committee may call and question witnesses and request the presentation of documentary evidence. The formal rules of evidence and of judicial

opinion by simple majority vote with a quorum of at least seventy-five percent of members present and voting.

- e. The Committee shall within 10 calendar days of the conclusion of the hearing forward its recommendation in writing to the president of the University.

Written minority opinions may also be sent to the president of the University. Although the president shall consider the recommendation of the Committee, the president is not obligated to follow it.

- f. Within 10 working days after receipt of the Committee's recommendation, the president shall issue a final decision and mail a copy to the faculty member by U.S. certified or registered mail, return receipt requested.

A decision by the provost to reallocate a vacant position from one department to another or to hold a vacant position vacant or to abolish a position which is vacant is not appealable to the Retrenchment Appeals Committee.

Received and agreement to pass to USM by University Senate, March 4, 1996

Approved for Form and Legal Sufficiency by Attorney General's Office, July 23, 1997

Approved by USM, August 1, 1997

Reviewed and modified by University Counsel for form and legal sufficiency, July, 2005.

Section IV. Towson University Guidelines on Double Sections

See Office of the Provost website under "Academic Resources:"

https://www.towson.edu/provost/academicresources/documents/tu_guidelines_double_sections.pdf

Section V. Towson University Guidelines on Team Teaching

One serious consequence of the ever-increasing specialization in modern higher education has been fragmentation and compartmentalization of learning for students. They acquire facts and skills through individual specialized courses but they must

Team teaching should demand greater faculty effort than ordinary classes. In a regular class the faculty member's contribution ends when he/she has covered the topic. In the team taught course, he/she is responsible not only for his/her presentation, but for assisting other team members with their teaching. Not only should he/she attend all classes, whether or not he/she is teaching, but also he/she has a privilege seldom

Faculty members wishing to participate in a team teaching situation will be required to

students to understand concepts, materials, and expectations of those courses in which they are enrolled. Although some courses do not use attendance as a criterion for grading, there are others where in-class participation is an integral part of the course.

quizzes, tests, papers, etc.). Faculty members are required to allow students with documented excused absences to make up missed work or assignments when this is feasible. When the nature of the assignment makes this impossible (e.g., science lab), the faculty member should attempt to make a reasonable adjustment of the assignment.

Approved by University Senate, October 6, 1997

Section IX. Student Class Attendance (Drop/Add)

Students who fail to attend the first two regularly scheduled class meetings for any course without formally notifying the instructor in a timely fashion will forfeit their space in that course. Students who fail to attend the first class meeting for any course that meets only once a week will also forfeit their space in that course. When such action is taken, instructors should advise the students to withdraw

Section X.

Section XI.

Section XII. Accommodations for Students with Disabilities

Disability Support Services (**DSS**) provides accommodations and services to students with various disabilities and some temporary impairments that substantially limit one or more major life activities. The DSS staff is available to answer questions concerning accommodations and services as well as to provide information about other resources on and off campus.

Faculty Guide for Teaching and Accommodating Students with Disabilities:

<https://www.towson.edu/dss/dss-faculty-guide-2015.pdf>

Section XIII. Classroom Discrimination Policies

i. Prohibiting Discrimination on the Basis of Race, Color, Religion, Age, National Origin, Sex and Disability (TU 06-01.00)

<https://inside.towson.edu/generalcampus/tupolicies/documents/06-01.00%20Prohibiting%20Discrimination%20on%20the%20Basis%20of%20Race%20Color%20Religion%20Age%20National%20Origin%20Sex%20and%20Disability.pdf>

ii. Prohibiting Discrimination on the Basis of Sexual Orientation or Gender Identity Expression (TU 06-01.05)

<https://inside.towson.edu/generalcampus/tupolicies/documents/06-01.05%20Prohibiting%20Discrimination%20on%20the%20Basis%20of%20Sexual%20Orientation%20or%20Gender%20Identity%20or%20Expression%20.pdf>

iii. Prohibiting Sexual Harassment (TU 06-01.20)

<https://inside.towson.edu/generalcampus/tupolicies/documents/06-01.20%20Prohibiting%20Sexual%20Harassment.pdf>

Section XIV. Student Classroom Expression

Classroom expression by students includes responsible use of that right. A description of student rights and responsibilities relating to classroom expression may be found in Appendix F of the undergraduate catalog and Appendix D of the graduate catalog under Section C. Individual Rights and Responsibilities.

<https://catalog.towson.edu/undergraduate/appendices/appendix-e-code-student-conduct/>

<https://catalog.towson.edu/graduate/appendices/appendix-e-code-student-conduct/>

Section XV. Syllabus Guidelines for Best Practices

These syllabus guideline best practices are meant to provide faculty with guidelines for syllabi submitted for course approval and for use

in the classroom. See <http://www.towson.edu/provost/academicresources/documents/syllabusguidelinesforbestpractices.pdf>

Section XVI.

Section XVII.

examination and have that value or grade calculated with other grades earned during the semester to determine the final grade.

6. The committee's approval shall signify that
 - a. contract grading is appropriate for the particular course.
 - b. the proposed system of contract is clear and fair.
 - c. the contract bases at least fifty percent of the grade on the quality of work as opposed to the quantity.
7. The Academic Standards Committee will monitor contract grading by reviewing the college committee's reports.

M. Posting Grades

Posting grades in any format is not permitted.

Approved by the Academic Standards Committee, October 24, 1989

TO: Chairperson, Academic Standards Committee

FROM:

SUBJECT: Course Approval for Contract Grading

The Curriculum Committee in the College of _____
has approved course and

section numbers _____, entitled _____

for contract grading. This approval signifies that the Committee considers contract grading appropriate for this course, that the system of contract grading is clear and fair, and that the contract bases at least fifty percent of the grade on quality as opposed to quantity. A copy of the syllabus and contract is included for review by the Academic Standards Committee.

Section XVIII. Policy for Review of Alleged Arbitrary and Capricious Grading (USM 111-1.20)

<http://www.usmd.edu/regents/bylaws/SectionIII/III120.html>

Section XIX. Towson University Policy on Final Examinations

The University shall provide for final examinations at the end of each semester. When giving final examinations faculty members must adhere to the specific days and times published in the Schedule of Courses (online only). In courses that do not lend themselves to final examinations (such as seminars and colloquia) faculty members must meet their classes during the time scheduled for the examination.

Final examinations may or may not be included as part of the course, at the option of the instructor. However, the department and the students have special interests in the instructor's decision which should be considered; therefore, the following qualifications are established:

A. Multiple Section Courses

Where a majority of the faculty in a department agree, in multiple section courses the department may establish a standardized final examination. However, the individual instructor retains the right to employ his/her own final examination in lieu of the standardized examination.

Where a majority of the departmental faculty agree, in multiple section courses the department may require that a final examination of some nature be given.

B. Student Exemptions from Final Examinations

Faculty may give consideration to exempting specific students from final examinations by providing valid alternatives or by considering the student's prior achievement.

Faculty are urged to involve their classes in making decisions regarding special examination policies and options. Students should be urged to bring recommendations to faculty regarding examination options.

Approved by the Academic Council, October 9, 1978
Approved by the University Senate, September 7, 1982

Section Towson University Faculty and Student Procedures
XX. Regarding Emergency Absence or Lateness of Faculty
During Final Examinations

- A. Student Procedure When Faculty Member is Late/Absent for the Final Examination.

If, because of an emergency, the faculty member is late, the absence of the faculty member should be reported to the department chairperson or designate immediately. Unless dismissed by the department chairperson or designate and instructed about makeup examination procedures, students should wait for thirty minutes after the beginning of the examination period. After waiting for this length of time, all students should sign an attendance list and include their telephone numbers. Students should designate two students as class representatives to take the attendance list to the department chairperson/office. If the department office is closed, the class representatives should take the attendance list to the University Police office and ask to have it forwarded to the appropriate department chairperson.

- B. Faculty Member Procedure When Absent from a Final Examination because of Emergency

1. The faculty member, when possible, must arrange for another day and time to give the final examination.
2. The faculty member may exempt students from taking the final examination if the students agree to receive the grade earned up to that time.

- C. Faculty Member Procedure when Late for a Final Examination because of an Emergency

1. The faculty member must adjust the grade value for parts of the examination to allow for the time missed as a result of the lateness, or
2. The faculty member must permit the students additional time to complete the examination and make allowances for those students who cannot take advantage of the additional time.

Approved by the University Senate, April 7, 1986

**Section
XXI.**

- ◁ A department-sponsored activity outside of the university setting under the direct supervision of a University representative.

- ◁ Faculty and staff who conduct University-sponsored field trips must follow the guidelines as listed in the Faculty Handbook (page 7-24). This definition of a field trip excludes individual activities such as

- ◁

to drive. It is recommended that the job descriptions of student employee drivers state that they may be required to drive University vehicles on occasion. Student employees are ineligible to drive University vehicles for class-related field trips if they are enrolled in the class. NOTE: The University's current contract with a local vehicle rental company requires that drivers be a minimum of 21 years of age.

- f. In the event of a vehicular accident, faculty/staff should follow the procedure outlined in the forms provided in the "folder" with the vehicle. If the forms are missing, or rented vehicles are being used, the faculty/staff member should: 1) contact the local police; 2) seek assistance for any passenger who may require medical treatment; 3) get the name of the police officer who responds to the accident, as well as the "blotter number" assigned to the accident; and 4) complete the two accident report forms immediately upon return to the University. Faculty/staff may also call the University Police for assistance.
- g. In the event of a mechanical problem with a University vehicle, faculty/staff have the authority to spend up to \$100 using the credit cards provided in the folder with the vehicle. If repair costs are estimated to be over \$100, faculty/staff should contact the University Police. The police will contact the Transportation Manager, who must approve the repair. Faculty/staff who encounter mechanical problems with a rented vehicle should follow the instructions provided by the vehicle rental company.
- h. Faculty/staff who use University vehicles for field trips should remove all personal articles and trash from the vehicles before returning them to the Transportation Department. The Transportation Department also requests that faculty/staff return University vehicles to the Transportation Department with a full tank of gas. NOTE: It is more economical to return a rented vehicle with a full tank of gas than to have the vehicle rental company fill up the tank.
- 1. Faculty/staff who wish to use their own vehicle for a field trip need to contact the Transportation Office for a "blue slip" (the faculty/staff member cannot be reimbursed without this form). If University transportation is available and the faculty/staff member still chooses to use his/her vehicle for a field trip, reimbursement will be made at one-half the current mileage rate. Full reimbursement of the current mileage rate will be made to the faculty/staff member when University transportation is not available.

- ◁ The committee will inspect at least every six months all of the Institution's animal facilities.
- ◁ The committee will report to the dean of CSM (copy to dean of CLA) all of its findings with regard to the University's program for animal use and animal holding facilities and make recommendations for any changes. The committee and the dean of CSM will assist the director of University Research Services in preparing the annual letter of assurance to the Office for Protection from Research Risks.
- ◁ The committee will review for approval those sections of all research and testing protocols related to the care and use of vertebrate animals at TU. The committee will also review for approval any significant changes related to the care and use of animals in all ongoing activities. The standards for approval are based on the Guide as outlined in Section IV.
- ◁ The committee will review for approval the use of vertebrate animals in the education of undergraduate and graduate students.
- ◁ The committee will review all ongoing research, testing and educational activities at least once a year to ensure adherence to the principles in the Guide as outlined in Section E below.
- ◁ The committee will have the authority to suspend at any time, any activity that is not being carried out within the principles of the Guide. Any deviation from the Guide requires the approval of the committee. The procedure for appeal of a Committee decision is outlined in Section F.

D. Review of Applications and Proposals Using Vertebrate Animals for Research, Testing, and Education

1. Will the c()-20(T)-13(e)-1ETQq0.00s require/ 792 reW*nBT0 1 158.58 239.58 Tm0 ge for

Medical Association Panel on Euthanasia, *J. Amer. Vet. Med. Assoc.*, 173: 59-72, 1978) will be available through the Office of Research Administration.

2. The IACUC will provide an Animal Care and Use Form to be completed by all investigators and instructors at the time of submission of proposals for research, testing, or educational activities involving the use of vertebrate animals. This form will provide the TU Institutional Animal Care and Use Committee with a summary of the proposed uses of vertebrate animals, procedures and techniques to be followed, methods of euthanasia, and other pertinent information. This form (available from the Office of Research Services) will also provide the supervisor of Animal Care facilities with an indication of projected animal care needs, including both routine and special requirements.
3. The IACUC will review all of the animal care and use sections of all applicati

Sec

- e. In years in which the funding is available, the FDRC gives a number of Summer Research Stipends to release faculty members from the necessity of teaching a summer course in order to permit them to conduct/continue research.
2. The committee shall not make research grants for any of the following purposes:
 - a. Normal course development projects or study guides.
 - b. Any expenses related to the preparation or completion of a thesis or dissertation.
 - c. Purchase of books authored or edited by the faculty member for distribution to colleagues or to other institutions.
 - d. Student projects, particularly those involving academic credits and dissertation and/or thesis research.
 - e. Any project primarily for monetary gain, as determined by the committee. If the project should result in monetary gain, the first royalties amounting to the total of the grant must be returned to the University.

C. Procedure

1. Deadlines for submission of applications for grants will normally be the second Friday of the fall and spring semesters. Summer stipend applications should be submitted under the spring deadline.
2. Application forms will be available on the web under the Office of University Research Services and in all chairpersons' offices prior to announced deadlines.
3. No applications will be accepted after the stated deadline date and time.
4. Applications which do not follow the prescribed format and procedures and/or which exceed the requested length may be disqualified at the committee's discretion.
5. If the project involves any use of human participants (including by way of survey or questionnaire), the committee will consider the application only if application for approval from the Institutional

project, acknowledge the support of the Faculty Development and Research Committee of Towson University.

5. Faculty members who receive an assigned time grant may not teach off-load courses or engage in other outside work equivalent to teaching one off-load course in addition to their regular teaching load.
6. Recipients of Summer Research Stipends may teach two summer courses of no more than eight credit hours at Towson University or elsewhere during the summer for which the stipend was granted.
7. An accounting must be made to the committee of all expenditures made under a given grant. This may be done upon completion of the project, but must be submitted no later than the date stipulated in the letter awarding the grant. A form for this purpose (Fiscal Report Form) is provided by the committee.

f. Abuse of confidentiality

Including improper use of information or influence gained by privileged access such as service on peer review panels, editorial boards, etc.; improper use of personal information gained in the course of research using human subjects.

g. Misuse of funds

The misappropriation of funds or resources. For example, the misuse of funds for personal gain.

3. Procedures for Reporting and Investigating Allegations of Scholarly Misconduct

The procedures, which follow, are intended to promote due process and ensure the affected individuals a timely, fair, and confidential review of

If the alleged misconduct involves the performance of scholarly work supported by an external sponsor, the institution, where required, must inform the sponsor when an investigation is initiated. The notification should provide sufficient information to satisfy the University's obligation to the sponsor, but in the interests of protecting reputations that might be damaged unjustly, a detailed report may await the conclusion of the investigation.

a. Reporting an allegation

A person with knowledge of scholarly misconduct must report the allegation in writing to the dean of the College of Graduate Studies and Research and Associate Vice President for Research. Oral reports to either others or the dean of the College of Graduate and Research and Associate Vice President for Research will not be considered formal allegations.

The Dean of the College of Graduate Studies and Research and Associate Vice President for Research will communicate quickly the initial allegation of misconduct to the immediate supervisor of the individual charged with misconduct. The supervisor will undertake a limited inquiry to determine whether the allegation appears to be well founded, and report back to the Dean of the College of Graduate Studies and Research and Associate Vice President for Research.

Unless the Dean of the College of Graduate Studies and Research and Associate Vice President for Research determines that the allegation is frivolous, the Dean of the College of Graduate Studies and Research and Associate Vice President for Research will immediately notify the dean of the college associated with the individual, the provost, and the president. The Dean of the College of Graduate Studies and Research and Associate Vice President for Research will send written notification to the individual suspected of misconduct when the charge has been formalized. The Dean of the College of Graduate Studies and Research and Vice President for Research will then convene the Committee of Inquiry.

b. The inquiry

The Committee of Inquiry will be composed of five faculty from the current membership of the Faculty Hearing Committee, with up to three additional members, if the committee requires additional expertise to judge the details of the allegation, all of whom will be appointed by the president of the University (or his

designee). The members of the Committee of Inquiry must be persons who have no direct professional or personal involvement with either the complainant or the respondent.

The Dean of the College of Graduate Studies and Research and Associate Vice President for Research will convene the Committee of Inquiry within fifteen days after receiving the formal allegation of misconduct. The committee will operate in a manner that will maintain confidentiality regarding the allegation to the degree compatible with accomplishing the purposes of the Inquiry.

The Committee of Inquiry shall seek sufficient facts to establish the need for convening a formal Investigation of the alleged misconduct. This judgment will be rendered as expeditiously as possible, and a final report should be submitted to the Dean of the College of Graduate Studies and Research and Associate Vice President for Research within 30 days of the appointment of the Committee of Inquiry.

The Inquiry is informal, brief, and intended only as a fact-finding process. Principal parties may confer with legal counsel at this stage, but they must speak for themselves. This process does not have the jurisdiction of a court of law and it should not emulate the style of a court. The respondent must comply with all requests for information from the Committee of Inquiry. The complainant and respondent may present information, expert opinions, records, and other pertinent data, and the Committee may request documents necessary to complete their work. All parties must receive timely copies of all documents submitted by any of the principals.

The conclusions of the Committee of Inquiry will be conveyed in writing to the respondent, the complainant, the immediate supervisor, the appropriate dean, the Dean of the College of Graduate Studies and Research and Associate Vice President for Research, the provost, and the president, within 45 days of receipt of the allegation. The report will state what evidence was reviewed, summarize relevant interviews, and include the conclusions of the inquiry. If the respondent comments on the report, the comments must be included in the records.

If the outcome of the Inquiry indicates that there are no grounds for a formal Investigation, all of the parties involved will be notified, and efforts will be made to ensure that the individuals involved are cleared of any unsupported allegations. If the

jurisdiction or procedures of a court of law. All parties will receive written notification of hearing dates and be provided copies of all documents at least 10 days in advance of scheduled meetings. A record of all proceedings will be maintained by the Dean of the College of Graduate Studies and Research. The committee is required to file its final report to the dean within 120 days of being convened.

d. Sanctions

The Committee of Investigation is also charged with recommending specific actions appropriate to its findings. These recommendations should address actions to restore damaged reputations, and should identify appropriate retractions, disclaimers, and announcements necessary to correct the record. The committee may recommend additional actions if misconduct is confirmed. The president of the University, acting on behalf of the University, will take all actions appropriate in view of the findings.

If misconduct is not confirmed, the respondent must be notified promptly, and the president of the University must consider whether a public announcement will be harmful or beneficial in restoring reputations that have been damaged. Ultimately, such a decision should rely heavily upon the preferences of individual who has been acquitted. The president must take disciplinary action if the initial allegation is found to be malicious. Finally, the president may find it necessary to reprimand lax supervision, faulty techniques, or questionable judgment, even when willful misconduct has not been established.

Sanctions must be appropriate to the seriousness of substantiated scholarly misconduct, and will include those mandated by applicable state and/or federal regulations. In addition to the retraction of published scholarly works or the identification of improperly produced artistic efforts, the sanctions may include demotions in faculty rank and reductions in salary, if promotion and salary increases were a direct result of the efforts in question. The individual can be declared ineligible to receive intramural and extramural funding for a specified period. Any awards or degrees that were a direct result of the scholarly effort will be revoked. The dismissal of a faculty member or student from the University is included in the list of possible sanctions.

After all appeals have been exhausted, the president will communicate the determination of a case of substantiated misconduct to those persons who have a need to know, which will

include the respondent, the complainant, appropriate University officials and sponsoring agencies, the editors of journals where fraudulent results have been published, and academic institutions or other scholarly organizations with whom the respondent was affiliated during the period of substantiated misconduct.

Chapter 10

Related University Policies

Section I. Rights and Responsibilities of Members of the Towson University Community

Members of the Towson University (TU) community have fundamental rights, as well as those related to their particular roles within the University community. All members share in these rights and have a concomitant obligation to respect the exercise of these rights by others:

- ◁ Fundamental rights;
- ◁ The rights of members based upon the nature of the Educational process;
- ◁ The rights of the University;
- ◁ The rights of members to representation in establishing fair and equitable procedures for determining when and upon whom penalties for violation of campus rules should be imposed, and in implementing these policies.

A. Fundamental Rights

Members of the TU community enjoy the same basic rights and are bound by the same responsibilities for respecting the rights of others.

1. Among the basic rights are freedom of speech; freedom of press; freedom of peaceful assembly and association; freedom of political beliefs; and freedom from personal force and violence, threats of violence, and personal abuse.
2. Freedom of press implies the right to freedom from censorship in campus newspapers and other media and the concomitant obligation to adhere to the canons of responsible journalism.
3. It should be made clear in writings or broadcasts that editorial opinions are not necessarily those of the institution or its members.

4. The University does not stand in loco parentis for its members.
5. Members have the right to organize their own personal lives and behaviors, so long as they do not violate the law or agreements voluntarily entered into and do not interfere with the rights of others or the educational process.

B. Rights of Members Based upon the Nature of the Educational Process

All members of the campus have rights and responsibilities based upon the nature of the educational process and the requirements of the search for knowledge and wisdom and its free presentation. These rights and responsibilities include:

1. The freedom to teach, to learn, and to conduct research and to publish findings in the spirit of free inquiry.
 - a. The spirit of free inquiry is central to an academic institution and the process of education; it is no less "The touchstone of our character as a people, the proved source of our national strength. Its defilement in any area of our society is a threat to the entire body politic." (AAUP statement of 1956)
 - b. Institutional censorship and individual or group censorship of the expression of opinions of others are inconsistent with this freedom. While an individual (or group) has the right to persuade any part of the University community to his opinion, he may not finally impose his views on it.
 - c. Freedom to teach and to learn implies that the teacher has the right to determine the specific content of his course, within the established course definition, and the responsibility to fulfill contractual obligations and not to depart significantly from his area of competence or to divert significant time to material extraneous to the subject matter of his course.
 - d. The spirit of free inquiry implies that the professor respects the student's
 - < Freedom of expression and

4. Right to identify oneself as a member of the campus and a concurrent obligation not to speak or act on behalf of the University without authorization. In cases of being misrepresented by the press and others, the member of the University shall not be held responsible.

C. Rights of the University

The University (and any division or agency which exercises direct or delegated authority for the University, such as the administration, the Board of Trustees, and the University Senate and its committees) has rights and responsibilities of its own.

These include:

1. Right and obligation to provide a forum for members of the campus and guests to present and debate academic and public issues.

Right to prohibit Individuals and groups who are not members of the campus from using its name, its finances, and its physical and operating facilities for commercial or political activities.

2. Right and obligation impartially
 - a. To provide for members of the campus the use of meeting rooms under the rules of the campus, including use for political purposes such as the meeting of political clubs;
 - b. To prohibit use of its rooms by individual members on a regular or prolonged basis as free headquarters for political campaigns;
 - c. To prohibit use of its name its finances, and its office equipment and supplies for any political purpose at any time.
3. Right and obligation not to take a position, as a university, in electoral political or on public issues, except on those issues which directly affect its autonomy, the freedom of its members, its financial support, and its academic functions.
4. Right and obligation to protect
 - a. The members of the campus and visitors to it from physical harm, threats of harm, or abuse;
 - b. Its property from damage and unauthorized use;
5. Its academic and administrative processes from interruption.

6. Right to require that persons on the campus will be willing to identify themselves by name and address and demonstrate what connection, if any, they have with the university.
7. Right to deny pay and academic credit to members of the campus who are on strike; and the concomitant obligation to accept legal strikes legally conducted, without recourse to dismissal of participants.

D. **Right of Members to Representation in Establishing Fair and Equitable Procedures**

All members of the campus have a right to representation

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Section

associates. In the exchange of criticism and ideas professors show due respect for the opinions of others. Pro

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B. Purpose

3. If a University program is co-sponsored with an external party, advertising or promotion produced by that party must be reviewed by the accountable administrator from the University before release to the public. Full University editorial rights should be made part of any co-sponsorship agreement.
4. If a group wishes to affiliate with the University solely for the purposeBT/F1 12 Tf1 0 0 1p2urp

7.

University's representative in all matters related to the organization and administration of all non-credit activities conducted by outside agencies.

B. Classification of Non-Credit Activities

1. Type A - University service

Type A activities anticipate that the University or its personnel will be the primary recipients of benefits accruing from the offering of these programs. These activities are sponsored by the University and

- a. are presented for University personnel,
- b. are presented for University personnel and persons invited to the campus to assist the University in a program,
- c. are held to expedite the dissemination of information by University departments or related units as specified by legislation or directive, or
- d. are aimed at fulfilling a direct obligation as an institution of the University System of Maryland.

2. Type B - Public Service

Type B activities that the community or general public will be the primary recipients of benefits accruing from the offering of these programs. This category applies to programs which are not a direct University obligation, but are sponsored by a school/college, academic department, center, institute, or other unit of the University, and conducted by University personnel for persons or groups with whom they wish to cooperate, such as

- a. public interest and governmental groups,
- b. non-commercial and non-profit groups,
- c. professional and scientific societies whose interests relate to the University's educational or research programs, or
- d. annual conferences of state, regional, and national societies of interest to the University.

3. Type C - Individual Service

administrative matters connected with the operation and conduct of the activity.

When an activity is to be sponsored by more than one unit of the University, then the responsibilities for the activity shall be negotiated by all sponsoring units. When an activity is co-sponsored or supported by an outside agency, the University unit shall maintain control of content and assume responsibility for academic quality. (See "Towson University Policy on External Use of the University's Name.")

Center and institute directors shall produce reports of the activities of the center, including all non-credit activities for which revenue is generated. The report shall be submitted to the dean on a periodic basis, to be determined by the dean and center director, but at least annually. The report shall include a list of all non-credit activities, by type (A, B, C, or D) in order to convey a sense of the type of audiences served, as well as the focus/direction of the center.

D. Fiscal Operations

The financial operations of any sponsoring unit must be consistent with the policies of the University System of Maryland and Towson University or the Towson University Foundation.

In some instances, it may be deemed desirable, appropriate, and/or necessary for the revenue collected by a sponsor for its non-credit activities to use the state system for the establishment of an account and payment of bills. All fiscal procedures must be consistent with state

should strive to be self-sufficient by the end of the first year of operation or a period designated as appropriate by the dean, the Provost's Council and/or the provost. Centers and institutes should seek external funding,

Approved by the Vice President for Institutional Advancement, April
30, 1992

Section Gift Acceptance Guidelines for Faculty

XX.

As state employees, Towson University faculty members must adhere to state guidelines regarding the acceptance of gifts, as established by

