



# ***FACULTY HANDBOOK***

***July 2009***

### **COMPILATION OF FACULTY HANDBOOK**

Morgan State University is committed to the pursuit of excellence in higher education. In keeping with its mission of teaching, research, and service, it seeks to build and to uphold the highest professional standards and to promote, through its faculty, quality practices and services that are essential for the academic preparation of its students.

The *Faculty Handbook* is a compilation of University policies and procedures of particular relevance to the faculty. It is intended to serve as a source of information for the convenience of faculty.

### **NONDISCRIMINATION POLICY**

MORGAN STATE UNIVERSITY IS AN EQUAL OPPORTUNITY INSTITUTION OF HIGHER EDUCATION WITH REGARD TO BOTH EDUCATION AND EMPLOYMENT. THE UNIVERSITY'S POLICIES ARE IN ACCORDANCE WITH PERTINENT FEDERAL AND STATE STATUTES AND REGULATIONS REGARDING PROHIBITED DISCRIMINATION ON THE BASIS OF RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, MARITAL STATUS, NATIONAL ORIGIN, AGE OR , DISABILITY.

### **CONTROLLING DOCUMENTS**

THE POLICIES, RULES, AND DOCUMENTS REPRODUCED OR SUMMARIZED IN THE FACULTY HANDBOOK REPRESENT THE EDITOR'S BEST EFFORTS AT ACCURACY. NEVERTHELESS, ERRORS MAY HAVE OCCURRED, AND IN ALL INSTANCES READERS ARE REFERRED TO THE OFFICIAL DOCUMENTS AS PROMULGATED (AND ANY OFFICIAL AMENDMENT THERETO). SHOULD DIFFERENCES EXIST, THE OFFICIAL DOCUMENTS SHALL BE CONTROLLING. THE PROVISIONS OF THIS PUBLICATION SHALL NOT BE REGARDED AS A CONTRACT BETWEEN THE UNIVERSITY AND THE READER OR FACULTY MEMBER. THE UNIVERSITY PERIODICALLY DEVELOPS NEW OR AMENDS EXISTING POLICIES, REGULATIONS, AND PROCEDURES. FACULTY MEMBERS AND/OR READERS ARE SUBJECT TO ALL CURRENT OFFICIAL UNIVERSITY POLICIES, PROCEDURES, AND REGULATIONS.



Office of the President

Dear Faculty:

A highly qualified and productive faculty is the heart of the academic enterprise, and the recruitment and retention of an excellent faculty remains one of the strongest traditions and highest priorities for Morgan State University. The faculty plays a vital role in the achievement of the University's mission to provide quality teaching, research and service; to maintain high academic standards; and to educate the next generation of leaders for tomorrow.

Morgan realizes the importance of clearly defining the rules and regulations that govern the relationship between the University and this most important component. Doing so establishes strong lines of communication, contributes to collegiality, upholds the sound principles for professional conduct, and ensures high academic standards.

The *Faculty Handbook* provides you with valuable information that helps define the role of the faculty at Morgan and outlines policies and procedures affecting faculty, including those which delineate faculty responsibilities and opportunities. It also contains official policies that have been approved by the Regents of Morgan State University.

This *Handbook* serves as your guide and provides you with valuable information about the important role that you play at Morgan. I encourage you to review it in its entirety and to become familiar with its contents as a means of increasing your potential for success as a faculty member at Morgan State University.

Sincerely,

  
Earl P. Richardson  
President

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# **SECTION 1.0**

# **PURPOSE, ORGANIZATION AND GOVERNANCE**

## 1.1 MORGAN STATE UNIVERSITY HISTORY AND CHARACTERISTICS

Founded in 1867 as the Centenary Biblical Institute by the Baltimore Conference of the Methodist Episcopal Church, the institution's original mission was to train young men for the ministry. It subsequently broadened its mission to educate both men and women as teachers. It was renamed Morgan College in 1890 in honor of the Reverend Lyttleton Morgan, the first chairman of its Board of Trustees, who donated land to the college.

Morgan awarded its first baccalaureate degree to George W. F. McMechen in 1895. McMechen subsequently obtained a law degree from Yale and eventually returned to Baltimore, where he became an important civic leader and a strong financial supporter of the College.

Morgan remained a private institution until 1939. In that year, the state of Maryland purchased the institution in response to a study by a state commission, which found that Maryland needed to provide more opportunities for its black citizens. By this time the College had become a relatively comprehensive institution. Until the mid- 1960s, when the state's teachers colleges began their transition to liberal arts campuses, Morgan and the University of Maryland College Park were the only two public campuses in the state with comprehensive missions.

In the mid-1960s, the Middle States Association cited Morgan as a model liberal arts campus. This was a period of dramatic growth for the campus. In the early 1970s, the federal government began to pressure the southern states that had formerly maintained desegregated higher education systems to increase the extent of desegregation at their public campuses. This created a significant level of competition for Morgan and other historically black institutions for African American enrollments, the primary constituency of these campuses. Because major campuses were much more attractive and better financed, the mandate for increased enrollments at these campuses had a substantial negative impact on enrollments at Morgan and other HBCUs. By 1972, the campus had reached a historic enrollment high of 6,300. While this period was one of prosperity in some respects for Morgan, it also was a period during which two other developing trends were combining to create severe future problems for the campus.

In 1975, the State Legislature designated Morgan as a public urban university, gave it the authority to offer doctorates, and enabled the institution to have its own governing board. In 1988, Maryland reorganized its higher education structure. The campuses in the state college system became part of the University System of Maryland. However, Morgan and St. Mary's College of Maryland were the only public baccalaureate-granting institutions authorized to have their own governing boards. The 1988 legislation also strengthened Morgan's authority to offer advanced programs and reaffirmed the campus as Maryland's Public Urban University. The university has a history of serving individuals from underrepresented minority backgrounds and, consequently, it gives priority to addressing the needs of the populations of the urban community. Morgan's mission is to serve a multi-ethnic student body and to help ensure that the benefits of higher education are enjoyed by a broad segment of the population. To accomplish this, the University offers a comprehensive program of study at the undergraduate level and degrees in selected fields at the master's and doctoral levels.

MSU is also one of the nation's premiere historically black institutions of higher education and one of the few offering a comprehensive range of programs, awarding degrees through the doctorate and having significant programs of research and public services. The University's current enrollment consists of approximately 7,100 students with a racial composition of 90% black, 2.5% white, 0.9% Asian, 0.7% Hispanic, 0.2% American

Indian and 6% other/unknown. Of the students enrolled at Morgan, about 35% are from all fifty states and numerous foreign countries. Morgan is also one of the leading institutions nationally in the number of applications received from African American high school graduates. The largest sources of its enrollments outside of Maryland are from New York, New Jersey, and Pennsylvania.

The Academic Division at the University consists of the College of Liberal Arts, the School of Computer, Mathematical and Natural Sciences (restructured from the College of Arts and Sciences in 1998), the Earl G. Graves School of Business and Management, the School of Education and Urban Studies, the Clarence Mitchell School of Engineering, the School of Community Health and Policy (established in 2005), the School of Architecture and Planning (2008), the School of Graduate Studies which includes the Center for Continuing Studies, the Institute for Urban Research and the Center for Civil Rights in Higher Education (established in 2008), and the Center for Prevention Sciences and Substance Abuse, and the Center for Health Disparities Solutions, provides community – based programs that address intervention measures and early detections protocols of chronic diseases in urban communities; as well as several academic support programs that includes the Retention Center, Center for Academic Student Achievement (CASA), Honors Program, Transfer Center, the Academic Recovery Program, Admissions and Recruitment (as of 2008), Records and Registration and the Library.

Students enrolled at the University may pursue undergraduate studies in over 45 majors; graduate studies in over 32 areas of concentration leading to the degrees: Master of Arts, Master of Science as well as Master of Architecture, Master of Arts in Teaching, Master of Business Administration, Master of City and Regional Planning, Master of Engineering, Master of Landscape Architecture, Master of Public Health, Master of Science in Bio-informatics and Master of Social Work, Master of Science in Higher Education and Master of Science in Nursing, and fifteen (15) doctoral programs in areas as: Urban Educational Leadership, Mathematics Education, Science Education, Engineering, Community College Leadership and Public Health; and Ph.D. degrees in Bioenvironmental Science, Business Administration, Higher Education, English, History, Psychometrics, Social Work, Nursing and Industrial and Computational Mathematics.

From 1998-to the present, the University has experienced tremendous development. Among the goals that have been set and accomplished (or have progressed significantly) are:

(1) The initiation of the following doctoral programs: Morgan has now grown in the number of doctorates and professional degrees it awards,

(2) The enhancement of the physical facilities of the campus: Over the past ten years Morgan's enrollment has generally been on an upward incline. Thus, to accommodate the increasing number of students and to provide state-of-the-art teaching facilities and modern learning environments for these students, Morgan has built or significantly renovated several buildings on campus. Included among these are the new 78,000 gross square feet (GSF) Communications Center (Fall 2006), a new 221,517 GSF library (opened in February 2008), a new 130,000 GSF Student Center (opened Fall 2006), a new parking garage (opened 2006), and the 48,500 GSF Richard N. Dixon Science Research Center, home of the School of Computer, Mathematical and Natural Sciences and research laboratories of the Biomedical Research Center (opened in 2003), and the 140,500 GSF Carl Murphy Fine Arts Center with a 2000 seat James H. and Louise Hayley Gilliam Concert Hall (opened 2001).

In addition to building new facilities, MSU has expanded its capabilities to teach and do research in the critical area of Environmental Science by acquiring the Estuarine

Research Center (ERC) from the Academy of Natural Sciences (Philadelphia, Pennsylvania) in 2004. The ERC sits on the Patuxent River in St. Leonard, Maryland, not far from the Chesapeake Bay. The Center is on the grounds of the Jefferson Patterson Park and Museum, home of the Maryland Archaeological Conservation Laboratory. The research emphasis of the ERC is on marine, coastal ecosystem and bioenvironmental sciences with the goal of addressing the mounting environmental problems that threaten the health, safety and well-being of urban communities, the Chesapeake Bay and its tributaries. Morgan's primary goal in acquiring the ERC is to enhance its research presence in the fields of marine biology, ecology and the environmental sciences as well as increase training of minority students in these fields. Morgan is the only HBCU with a facility dedicated to Marine Science.

Morgan's mission and goals, as reflected in the most recent *Strategic Plan (2007-2012)*, were developed through extensive collaborative planning and deliberation at all levels at the University: departmental/program, college/school/institute and division. It is, in part, informed by, and responds to, the impact of changing local and national demographics, the educational attainment gap between the races, changing student and parental values and their effect on student choices, and the free market nature of higher education in the state. Morgan's mission, in all of its iterations, revolves around serving a heterogeneous population that is academically, demographically, socio-economically and racially diverse and also around making a significant contribution to increasing the educational attainment of the African-American population in fields and at degree levels where it is under-represented. It focuses on offering a comprehensive range of undergraduate programs and selected graduate programs; providing access to higher education to a broad cross-section of the population, including at-risk students; promoting student success; researching difficult problems faced by society; and offering programs that assist under-served communities.

## 1.2 Mission Summary

The University is designated by legislative statute as Maryland's Public Urban University. As such, it gives priority to addressing the needs of the population of metropolitan Baltimore within the context of its statewide responsibilities for academic instruction, research, and service. Morgan also is one of the Nation's premier historically black institutions of higher education. It is one of a select group of HBCUs offering a comprehensive range of undergraduate programs, awarding masters and doctoral degrees in a significant number of disciplines, and having significant programs of research and public service.

These characteristics as well as its tradition of serving an academically and demographically diverse student body place it in a unique position among Maryland institutions to serve the increasingly heterogeneous population of the state and the special needs of Baltimore City. While committed to educating a culturally diverse and multi-racial population, the University also makes an important contribution to increasing the educational attainment of Maryland's rapidly-growing African-American population in fields and at degree levels where it is under-represented.

Teaching is central to the University's mission. As a comprehensive university, it recognizes the close inter-relationship between quality teaching, research, and public service. It also gives priority to research in fields in which it offers graduate programs that promote the educational process, and that increase the knowledge base necessary to improve the quality of life of residents of the Baltimore Metropolitan area and of the state. The University places particular emphasis on integrating appropriate resources from its graduate, research, and



service programs into its undergraduate curriculum in order to enhance student educational experiences and to motivate students to pursue advanced study. The campus is committed to utilizing its resources through programs of service to enrich the educational, economic, social and cultural life of the Baltimore Metropolitan Area and the State of Maryland.

Morgan offers a comprehensive range of academic programs at the bachelor's level in the arts and humanities. It places particular emphasis on programs in business, education, engineering, and the sciences. The University meets the Carnegie criteria for Doctoral/Research-Intensive institutions. Morgan is committed to offering graduate programs in fields that undergird and reinforce its undergraduate offerings, that provide for the continuing education of the population of the region, and/or in which minorities are substantially underrepresented.

The complete mission statement, *Approved October 11, 2005*, is in the Appendix on Page 192.

### **1.3 Board of Regents**

#### **1.3.1 Statutory Establishment**

Pursuant to the powers vested in the Board of Regents of Morgan State University as provided and authorized by the laws of the State of Maryland, the following is hereby adopted and declared as the By-Laws of the Board of Regents of Morgan State University.

#### **1.3.2 Power and Duties of the Board of Regents**

The Board of Regents (“Board”) shall have and exercise the powers prescribed by the laws of the State of Maryland. The primary concerns of the Board shall be policy making and responsibility for governance of Morgan State University and all related matters.

#### **1.3.3 Composition of the Board of Regents**

The Board shall consist of 15 members appointed by the Governor with the advice and consent of the Senate. One member of the Board shall be a student in good academic standing at the University who is at least 18 years old and has the qualifications required to be the student body president. Except for the student member, at least ten (10) members of the Board shall be residents of Maryland. Each member of the Board serves without compensation, and is entitled to reimbursement for expenses in accordance with the Standard State Travel Regulations.

The Board of Regents Bylaws are in the Appendices on page 124.

Approved by the Board of Regents 8/21/2001

#### **1.4 Administrative Structure**

The administration of Morgan State University includes the President, a management team and executive staff. The University is composed of five administrative divisions: Academic Affairs, Finance and Management, Student Affairs, Planning and Information Technology and University Advancement. The administrative divisions are managed by a vice president whose duties and responsibilities include planning (program and budget), developing, organizing, monitoring and evaluating the activities and performance within the division.

##### **1.4.1 The President**

Pursuant to §14-104 of the Education Article of the *Annotated Code of Maryland*, the President of the University is appointed by the Board of Regents and is the Chief Executive Officer of the University and the Chief of Staff for the Board of Regents. Subject to the authority and applicable policies of the Board of Regents, the President shall: develop a plan of institutional mission, goals, and priorities; have the authority to develop new academic programs and curtail or eliminate existing programs; formulate operating and capital budget requests; appoint, promote, fix salaries, grant tenure to, assign duties to and terminate personnel; establish admissions standards; set tuition and fees; administer financial aid; enter into contracts and cooperative agreements; have the authority to accept gifts and maintain and manage endowment income; have the authority to recommend a change in the name or status of the institution; regulate and administer athletic and student activities; oversee affirmative action and equal employment opportunities; establish organizations for the administration of campus alumni affairs; establish traffic regulation for the campus, and perform any other duties assigned by the Board.

##### **1.4.2 Provost and Vice President for Academic Affairs**

The Provost and Vice President for Academic Affairs is the Chief Academic Officer at the University. The Vice President for Academic Affairs leads the Division of Academic Affairs. The Division is charged with the duties and responsibilities for coordinating the instructional program; ancillary academic services; the conduct of scholarly research; and the performance of professional educational services to support the community. The Vice President provides leadership for program and budget planning, operations monitoring and management, and performance evaluation. The Division of Academic Affairs is composed of: The College of Liberal Arts, the Earl Graves School of Business and Management, the School of Computer, Mathematical and Natural Sciences, the School of Education and Urban Studies, the Clarence Mitchell School of Engineering, the Estuarine Research Center, the School of Graduate Studies, The Center for Continuing Studies, the Center for Civil Rights in Education, School of Architecture and Planning, The School of Community Health and Policy, the Center for Prevention Sciences and Drug Abuse, the Graduate School, the Library and other academic support units such as the Retention Center, The Center for Academic Success, Honors Program, Transfer Center, the Academic Recovery Program, Admissions and Recruitment and Records and Registration.

#### **1.4.2.1 Academic Deans**

The Deans are responsible for providing academic and administrative leadership of the identified units. Their responsibilities include, but are not limited to, making faculty recruitment recommendations and faculty development, initiating and reviewing programs, obtaining and maintaining accreditation, advising students, managing their unit's budget, planning class schedules, and supervising research and scholarly activities of the unit.

##### **1.4.2.1.1 Dean, School of Graduate Studies**

The Dean is responsible for advancing the mission of the School of Graduate Studies, which is to provide quality instruction in both basic and applied research to students who have excelled at the baccalaureate level; and, to prepare them for careers as leaders in teaching, the professions, research, and service. A principle charge of the Dean of the School of Graduate Studies is assisting the University in creating a universal community of scholars and adult learners committed to the lifelong discovery and application of knowledge, particularly in matters related to urban communities, that will enrich the lives for new graduate courses, review of existing graduate programs, the criteria for graduate faculty, the disbursement of financial assistance to graduate students, the general welfare of graduate students, publication of the graduate catalog and other information related to the School of Graduate Studies, and recruitment of graduate students. The Dean of the School of Graduate Studies supervises the Director of the Institute for Urban Research and the Director of the Continuing Studies Program.

##### **1.4.2.1.1.1 The Center for Continuing Studies**

The Center of Continuing Studies is responsible for managing Summer, Weekend, Minimester (winter session), Independent Study, and Academic Recovery Programs. Additional responsibilities include overseeing non-credit programs, Continuing Education Units (CEU), funded projects, corporate partnerships, community outreach and certificate programs as well as providing advisement and counseling services for students.

##### **1.4.2.1.1.2 Institute for Urban Research**

The Institute for Urban Research is the primary social science research and training arm of Morgan State University. The Institute's experienced researchers seek to improve the response of governmental, non-governmental, private, and other institutions to the challenges of poverty, unemployment, poor health, truancy, and other urban and regional problems. Through its Community Development Resource Center, Family Life Center, and Survey Research Center, the Institute provides a wide range of research and outreach services that include technical assistance to community-based agencies in Baltimore and Central Maryland. The Institute provides many opportunities for students to develop research skills and to gain

hands-on experience through stipends, internships, and research assistantship. It also assists faculty in preparing grant proposals, designing research studies, and analyzing research data.

#### **1.4.2.1.1.3 The Center for Civil Rights in Education**

The Center for Civil Rights in Education is responsible for the identification and study of current issues and challenges related to equal educational opportunity, particularly with respect to low-income African American and other minority students seeking real and meaningful opportunities for educational excellence and advancement.

### **1.4.2.2 Academic Support Units**

#### **1.4.2.2.1 The Office of Student Retention**

The Office of Student Retention is responsible for the coordination of the overall student retention effort at Morgan State University. Working in collaboration with the schools of the university, the various academic support programs of the university, and the administrative offices, the Office provides an integrated and complimentary system of continuous, quality support for students from matriculation to graduation.

#### **1.4.2.2.2 The Office of Records and Registration**

The Registrar assumes leadership and management of all programs, services, operations, budgets and personnel of the Office of Records and Registration. Through his/her staff, he/she is the custodian of all student information systems data; coordinates and manages all aspects of student registration, including widely expanding online activity and emerging technologies, as well as the administration and security of student academic records; coordinates departmental scheduling of classes; processes class lists, class schedules, grade reports, and graduation statistics; and provides assistance to students with enrollment verification, credit evaluation, undergraduate degree audits, transcripts requests, and residency status.

#### **1.4.2.2.3 Transfer Center**

The Director of the Transfer Center is responsible for developing and implementing recommended transfer programs and articulation agreements with community colleges, universities and public schools, inputting Morgan's ARTYSYS data; and directing the Service Member Opportunity College (SOC) Program. The Director interacts with each school/college representative at Morgan to maintain the transfer policies of the Maryland Higher Education Commission.

#### **1.4.2.2.4 Center for Academic Success & Achievement**

The Center for Academic Success and Achievement has the direct responsibility for tutoring, academic advisement, Freshman Studies

Program, Pre-College Program, and improving the first year experience.

#### **1.4.2.2.5 The Honors Program**

The Honors Program is an academically and culturally enriched program for students that have a demonstrated record of academic accomplishments, high motivation, and a desire to achieve at the highest levels. The hallmark of the Program is its emphasis on providing students with exceptional education and training to enhance their critical and analytical thinking and reasoning skills. Honors students complete a special “enhanced” curriculum in the University’s required General Education courses. This special curriculum consists of accelerated and intensified math, science, and humanities courses that are especially suited for highly motivated, high-ability students

#### **1.4.2.2.6 Enrollment Management Services**

Enrollment Management is responsible for recruiting and admitting a diverse student body ensures that students are knowledgeable about the institution, assists them in securing financial support, Veterans’ Services among other things.

#### **1.4.2.2.7 Library**

The Library is responsible for the overall administration, operation, and development of university library and information technology, resources, and services. The Director plans for and manages the fiscal, human, and physical components necessary for the library to support the academic, research, and public service programs of the University.

### **1.43 Sponsored Programs and Research**

The Office of Sponsored Programs (“OSPR”) has been one of the discrete administrative units within the Division of Academic Affairs, reporting to the Provost & Vice President for Academic Affairs. This Office assists faculty at the University in the successful pursuit of grants and contracts for research, research training and academic enhancement in all fields. It provides the necessary information for investigators and is responsible for the internal review of grant proposals for scientific merit and adherence to the guidelines of the different Internal Review Boards in the preparation of protocols. OSPR is also the ideal source for the identification of possible sources of funding and the communication of this information to potential faculty applicants. It coordinates with the administrative arm which is responsible for the fiscal management of research budgets and the preparation of the required annual reports.

### **1.4.4 Vice President for Finance and Management**

The Division of Finance and Management is responsible for the

development, implementation and monitoring of the University's budget. In this process, the collection of revenue and disbursement of funds must be managed and controlled to ensure efficiencies and compliance with State rules and regulations. In addition to managing the University's financial affairs, the Division of Finance and Management is responsible for managing the facilities on the Campus as well as providing a variety of services to students, faculty, staff and the community at large, to include the following offices/departments: Budget and Financial Analysis, Bursar, Business Services and Auxiliary Enterprises, Comptroller, Design and Construction Management, Facilities Planning, Human Resources, Physical Plant, Police and Public Safety, Purchasing Card and Travel Management, Restricted Funds Accounting and Telecommunications.

**1.4.5 Vice President for Institutional Advancement**

The Division of Institutional Advancement is charged with the duties and responsibilities for coordinating: Public Relations/Media Relations, the web page and related services such as Alumni Affairs; Development and other fundraising activities, marketing and advertising targeting alumni, friends, prospective students and supporters of the University to include corporations, foundations, governmental agencies and the community, etc. The Division is also responsible for public and private partnerships in pursuit of resources supplemental to State appropriations. The Division of Institutional Advancement interfaces with all aspects of the University's operations. The Vice President for University Advancement provides leadership within the Division for planning, programming, operations, budget management and the evaluation of all performances.

**1.4.6 Vice President for University Operations**

The Vice President for University Operations reports directly to the President with the responsibility of coordinating the work of the Provost and other Vice Presidents in insuring the effective and efficient integration and management of campus functions and improving the efficiency of day-to-day operations at the University.

**1.4.7 Vice President for Planning & Information Technology**

The Division of Planning and Information Technology encompasses the following functions: Institutional Research and Planning; Educational Technology; Administrative Computing; Technical Support and E-Mail. Technical Support provides Help Desk assistance at extension 4357 (HELP) and technicians, when necessary for on-site hardware/software problems. Technology Training provides free on-campus training for faculty and

publishes classes and helpful information on the Morgan Website.

**1.4.8 Vice President for Student Affairs**

The Division of Student Affairs is charged with the coordination of programs, services and facilities that support student enrollment and matriculation. The areas covering this responsibility include: financial aid, career development, student activities and the McKeldin Student Center, health services, and intercollegiate athletics, housing and residence programs. The Vice President for Student Affairs provides leadership within the Division for program and budget planning, operations monitoring and management, and the evaluation of all performances of the Student Affairs Division.

**1.4.9 Administrative Committees**

**1.4.9.1 President's Management Team**

The President's Management Team consists of the Provost, Assistant Provost, Vice Presidents, the Executive Assistant to the President, the Director of State Relations, the Internal Auditor and the General Counsel, who manage their respective units and provide the President with information and recommendations. Periodically, the Management Team meeting is attended by representatives of other campus units which provide additional information; such meetings are referred to as "Extended Management Team Meetings."

**1.4.9.2 Academic Affairs Council**

The Academic Affairs Council is comprised of the Provost and Vice President for Academic Affairs, the Assistant Provost, and the Deans. The Council meets at least bi-monthly to facilitate management of the academic affairs division.

**1.4.9.3 The University Council**

The University Council is a campus-wide governance structure involving the administration, faculty, professional administrative staff, classified staff, and student body in the on-going operation of the University. The University Council Constitution/Bylaws sets forth the composition of and responsibilities of the University Council. See Appendices page 68, Morgan State University Council Constitution and Bylaws approved by the Board of Regents on 5/11/99.

**1.4.9.4 Graduate Council**

The Graduate Council serves as an advisory body to the Provost and Vice President for Academic Affairs. The Council reviews proposed policies and curricula for all graduate programs and submits recommendations for



changes to the Provost and Vice President for Academic Affairs. The Council is comprised of voting and nonvoting members. The voting members include Department Chairpersons (of graduate programs), one graduate student representative and the Dean of the School of Graduate Studies. The non voting members include the President, Provost and Vice President for Academic Affairs, other Vice Presidents, Academic Deans, and the Graduate Coordinators.

The mission of the Graduate Council is to insure that the graduate programs offered by Morgan State University are of the highest quality; are consistent with academic standards of comparable graduate programs throughout the nation, but in particular, of comparable graduate programs within the State of Maryland.

The duties of the Graduate Council are to:

- (a) develop and implement policies and procedures for the improvement of the operation of the School of Graduate Studies;
- (b) recommend amendments to existing policies and procedures related to the School of Graduate Studies;
- (c) develop and to regularly review criteria for membership in the graduate faculty;
- (d) review proposals for new graduate programs and for the addition, suspension and deletion of courses; and,
- (e) periodically review and assess existing graduate programs.

#### **1.4.9.5 Student Government Association**

The Student Government is responsible for a wide range of educational and social experiences for students. It sanctions and helps fund organizations and sponsors a host of activities. It helps to promote harmony among students, faculty, staff, administrators, and alumni and helps to reinforce the academic mission of Morgan State University.

#### **1.4.9.6 Office of Diversity and Equal Employment Opportunity**

The Office of Diversity and Equal Employment Opportunity is charged with the day-to-day implementation of the nondiscrimination policies of Morgan State University. The major responsibilities of the Office of Diversity and Equal Employment Opportunity are to educate the University community about affirmative action and equal employment opportunity laws and to ensure compliance with statutory and regulatory requirements.



# **SECTION 2.0**

# **FACULTY PERSONNEL POLICIES**

## 2.0 FACULTY PERSONNEL POLICIES

### 2.1 Faculty Rank

The Morgan State University Policies and Procedures on Appointment, Promotion and Tenure set forth the criteria for faculty ranks at the University. All faculty appointments are subject to the approval of the President of the University. See Appendix page 75. Approved by the Board of Regents 4/13/2004

#### 2.1.1 Tenure –Track Faculty Rank

There are three tenure-track faculty ranks: Assistant Professor, Associate Professor and Professor.

#### 2.1.2 Non-Tenure Track Faculty Rank

Following are the non tenure track faculty ranks:

**2.1.2.1 Instructor:** Person holding at least the master's degree from an accredited institution in the discipline in which he or she teaches.

##### 2.1.2.2 Lecturer:

**A. Minimum Qualifications** - The qualifications for appointment to the non-tenure-track rank of Lecturer shall vary according to the nature of the instruction provided. The advertisements for the position shall set forth the minimum qualifications for the position and the salary established shall be commensurate with the candidate's experience and qualifications.

**B. Duration of Appointment** - Appointments to the rank of Lecturer shall be for a term of 10 months and terminates without notice automatically at the end of the contract period.

##### 2.1.2.3 Faculty with Duties Primarily in Research and Scholarship

All appointments in the following titles are renewable. Appointments *do not* carry tenure.

###### 2.1.2.3.1 Research Associate

The appointee shall be trained in research procedures, shall be capable of carrying out individual research or collaborating in group research at the advanced level, and shall have had the experience and specialized training necessary for success in such research projects as may be undertaken. An earned doctorate shall normally be a minimum requirement.

**2.1.2.3.2 Research Assistant Professor; Assistant Research Scientist; Assistant Research Scholar; Assistant Research Engineer:**

These ranks are generally parallel to Assistant Professor. In addition to the qualifications of a Research Associate, appointees to these ranks shall have a demonstrated superior research ability. Appointees should be qualified and competent to direct the work of others (such as technicians, graduate students, other senior research personnel). The doctoral degree will be a normal requirement for appointment at these ranks. Appointment to these ranks may be made for a period of up to three years.

**2.1.2.3.3 Research Associate Professor; Associate Research Scientist; Associate Research Scholar; Associate Research Engineer:**

These ranks are generally parallel to Associate Professor. In addition to the qualifications required of the assistant ranks, appointees to these ranks should have extensive successful experience in scholarly or creative endeavors, and the ability to propose, develop, and manage major research projects. Appointment to these ranks may be made for a period of up to three years.

**2.1.2.3.4 Research Professor, Senior Research Scientist**

Other distinguished and creative activity. Appointment to these ranks may be made for a period of up to five years.

**2.1.2.3.5 Assistant Artist-in-Residence; Associate Artist-in Residence; Senior Artist-in-Residence**

These titles, parallel to Assistant Professor, Associate Professor, and Professor, respectively, are intended for those persons whose professional activities are of a creative or performance nature, including but not limited to theatre, dance, music, and art. In each case, the qualifications shall reflect demonstrated superior proficiency and excellence and progressively higher national and international reputation, as appropriate to the ranks involved. Appointment to the rank of Senior Artist-in-Residence may be made for a period of up to five years, appointment to the ranks of Assistant Artist-in-Residence and Associate Artist-in-Residence may be made for a period of up to three years.

### **2.1.3 Special Positions**

#### **2.1.3.1 Visiting Appointments**

Visiting - The prefix "Visiting" before an academic title (e.g., "Visiting Professor") shall indicate a special appointment without eligibility for promotion and/tenure. An appointee given this rank is usually associated with another academic institution or other employer. The rank accorded to a "Visiting" appointee shall be granted based on the same criteria required for the University's regular and full-time appointees holding the ranks of Assistant Professor, Associate Professor and Professor. An appointment to the rank of "Visiting" Professor, Associate Professor, or Assistant Professor shall have no effect until such time as a fully executed employment contract is executed by the President (or the President's designee) and the appointee. Prior to the existence of a fully executed employment contract between the parties, no employment relationship exists between the parties, and the appointee shall neither perform any services for the University nor have a reasonable expectation of compensation for any services that the appointee may render. Any attempts by any person other than the President (or designee) to effectuate an appointment shall be void.

### **2.1.4 Graduate Faculty**

Members of the graduate faculty are actively engaged in research, publication, teaching graduate courses, and guiding research for master's theses and/or doctoral dissertations. The classification of faculty at the University as Assistant Professor, Associate Professor, and Professor, depicts different levels of professional achievement as reflected in their dossiers. Similarly, classification of faculty as tenure track, contractual, lecturer and adjunct reflects differences in their employment status at the University. These classifications also hold implications for preparation and selection for service as a member of the graduate faculty. Thus, the graduate faculty shall include full and associate memberships.

#### **2.1.4.1 Full Membership**

In order to hold full membership in the graduate faculty at Morgan, a faculty member must possess the terminal degree in the discipline, or a terminal degree in an appropriately related discipline, in which s/he is teaching in the graduate school. Additionally, full members shall be employed as tenure track faculty. Full members of the graduate faculty are expected to have distinguished themselves through teaching, research, and publication. Depending upon the discipline, full members may also be distinguished by professional practice or by artistic performance. Full members of the graduate faculty may teach master's and doctoral classes, and direct master's theses and doctoral dissertations.

#### **2.1.4.2 Associate Membership**

In order to hold an associate membership in the graduate faculty at Morgan, a faculty member is expected to possess the terminal degree

in the discipline, or a terminal degree in an appropriately related discipline, in which s/he is teaching in the graduate school. Additionally, associate members of the graduate faculty may possess an adjunct, lecturer or contractual (i.e., fixed term) position. Associate members of the graduate faculty must, however, hold academic credentials sufficient to support an appointment at the University at the rank of Assistant Professor or higher. Associate members of the graduate faculty are expected to possess a documented

**2.1.4.3 Rights and Responsibilities of Graduate Faculty. Full membership** entitles graduate faculty to all the rights and responsibilities specified in (a) through (e) below. **Associate members** have the rights and responsibilities in (a), (b), and (c), but not (d) and (e) below.

- a. Teach graduate level courses.
- b. Serve on graduate students' committees.
- c. Chair master's committees and/or master's thesis research.
- d. Chair doctoral committees and/or doctoral dissertation research.
- e. Vote on matters submitted to the graduate faculty

**2.1.4.4 Procedures for Appointment to the Graduate Faculty**

**2.1.4.5 Full Membership.**

Faculty who meet the criteria are granted full membership in the graduate faculty by the Dean of the School of Graduate Studies upon the recommendation of the College/School Dean with the concurrence of the Department Chairperson. The College/School Dean shall submit the form, "Nomination for Full Membership," to the Dean of the School of Graduate Studies for faculty members who are nominated and who meet the criteria for membership. The Dean of the School of Graduate Studies shall review the nomination and, if the criteria are met, sign and return a copy of the nomination form to the College/School Dean. If it is found that the criteria are not met, the Dean of the School of Graduate Studies reserves the right to deny the appointment of a nominee to the Graduate Faculty.

**2.1.4.6 Associate Membership.**

Associate members of the Graduate Faculty must be recommended by the Chairperson of the graduate program where the faculty member teaches and/or chairs committees or directs the thesis research of students pursuing master's degrees. In addition to completing the form, "Recommendation for Associate Membership," the Chairperson is responsible for submitting documentation to support the faculty member's ability and experience in graduate teaching, research and supervising graduate students. The form and the supporting documentation are then submitted to the College/School Dean for review. If the recommendation of the Chairperson is approved, the College/School Dean shall submit the form, "Recommendation for

Associate Membership," and supporting documentation to the Dean of the School of Graduate Studies for the recommended faculty members. The Dean of the Graduate School shall review the recommendation and, if the criteria are met, sign and return a copy of the "Recommendation for Associate Membership" form to the College/School Dean. If it is found that the criteria are not met, the Dean of the School of Graduate Studies reserves the right to deny the appointment of a person recommended for Associate Membership to the graduate faculty.

#### **2.1.4.5 Removal of Graduate Faculty**

A Full or Associate member may be removed from membership in the graduate faculty where, in the judgment of the Department Chairperson and/or the College/School Dean, the faculty member has failed to perform the duties expected of a member of the graduate faculty in good faith or has otherwise been derelict in teaching and/or graduate student committee work. The Chairperson of the Department, the College/School Dean, or the Dean of the School of Graduate Studies may initiate procedures to remove a member of the graduate faculty where there is evidence of inappropriate academic conduct and/or inappropriate professional ethics including, but not necessarily limited to, fraud, fabrication, falsification, and plagiarism.

#### **2.1.4.6 Appeal Procedure**

Appeals of the decision of the Dean of the School of Graduate Studies to deny the appointment of nominees to Full or Associate Membership in the graduate faculty, or appeals of the decision of the Dean of the School of Graduate Studies to remove those previously appointed to the graduate faculty shall be directed in writing by the College/School Dean to the Vice President for Academic Affairs. The Vice President for Academic Affairs shall review the appeal and make a final recommendation to the President concerning the Dean of the School of Graduate Studies' decision.

### **2.1.5 Honorary Faculty Titles**

#### **2.1.5.1 University Distinguished Professors**

This title is used in the designation of outstanding persons with careers of distinguished service characterized by scholarship and eminence as adjudged by their colleagues on both a local and national level.

#### **2.1.5.2 Faculty Emeritus**

This title may be granted to retired tenured full professor



fulfilled at least 20 years of meritorious service to the University.

#### **2.1.6 Temporary Faculty Members**

Persons appointed to temporary teaching-related duties may serve in part time positions, as national teaching fellows, teach in summer sessions and minimester positions as well as week-end session positions, nonallocated positions, and visiting appointments. A person is not authorized to teach in these temporary positions without a valid contract, and the appointment terminates automatically at the end of the contractual period.

### **2.2 Faculty Appointment, Promotion and Tenure**

All faculty appointments are subject to approval of the President. A major determinant for obtaining tenure and promotion to faculty rank is the completion of the terminal degree, in the discipline area. Only degrees completed at accredited institutions of higher learning and as verified by official transcripts will be accepted by Morgan State University. Items utilized in the determination of merit for tenure and promotion must include evidence of effective teaching, research and scholarly productivity, and outstanding service. Evidence of effective teaching must be provided when seeking tenure and/or promotion to a higher professional rank. Student, peer and supervisor assessment/evaluations will be considered.

The advancement of the individual through the academic ranks carries with it the expectation that the individual will continue to help the University fulfill its teaching, research, and service mission. Faculty members shall satisfy established criteria for promotion and tenure by the department, college/schools, and the University.

Faculty members should receive the approbation of their colleagues and appropriate administrative officials in promotion and tenure considerations. The contract between the University and the faculty member sets forth the responsibilities of the parties. See Appendix page 75, *Morgan State University Policies and Procedures on Appointment, Promotion and Tenure* approved by the Board of Regents on April 13, 2004.

### **2.3 Policies and Procedures Relating to the Retrenchment of Faculty Members and the Discontinuation of Academic Programs**

See Appendix page 100, *Policies and Procedures Relating to the Retrenchment of Faculty Members and the Discontinuation of Academic Programs* approved by Board of the Regents June 17, 1992.

## **2.4 Separation from University Service**

Whenever a University employee leaves University service, he or she should contact the Office of Human Resources to ensure that the employee completes the necessary paperwork to effect that separation.

### **2.4.1 Resignation**

In accordance with professional and ethical procedures, a faculty member is expected to submit a letter of resignation to the President of the University with copies to the Provost and Vice President of Academic Affairs, the Dean, and the department chairperson within a specified time frame.

### **2.4.2 Elimination of Teaching Positions Necessitated by Discontinuation of a Department, Program, School or Unit**

The University's retrenchment policy sets forth the procedures observed by the University when effective and optimal utilization of University resources necessitates the retrenchment, reallocation, and/or reassignment of faculty. See Appendices page 100 Policies and Procedures Relating to the Retrenchment of Faculty Members, Approved by the Board of Regents June 17, 1992.

## **2.5 Faculty Grievance Procedure**

See Appendices page 104, Faculty Grievance Procedure, Approved by the Board of Regents on June 17, 1992.

## **2.6 Faculty Review Committee**

See Appendices page 182, Section II F in the Policy on Termination of Faculty for Cause.

## **2.7 Faculty Duties and Responsibilities**

### **2.7.1 Academic Freedom/Integrity**

Institutions of higher learning exist to serve and foster the common good for the personal interest of individuals. A vital role of a university is to conduct an intellectual as well as a careful examination of ideologies and institutions. It is essential for the health of an academic institution and for the welfare of society for individual(s) to exercise their responsibility and freedom in search of truth, excellence and advancement of knowledge by articulating the discovered truth. It is essential also that faculty members be granted the right to express their views in a responsible manner without fear of censorship, reprisal or penalty. In the academy, administrators, faculty, staff and students bear a mutual responsibility to exercise professional competence and to extend to each other the trust and mutual respect which foster an environment for the exercise of academic freedom as well as collegiality. See Appendices page 159. Approved by the Board of Regents March 20, 1996.

### **2.7.2 Sexual Harassment Policy**

Morgan State University is committed to maintaining the best possible environment for the pursuit of excellence on the part of faculty, staff and students. Our goal is to provide a working and learning environment which promotes professional, personal, intellectual and social growth. Such an environment must be free from intimidation, fear, coercion and reprisal. Harassment of any kind which interferes with a person's work performance or education is prohibited. Sexual harassment and discrimination on the basis of sex is illegal and does constitute violations of State and Federal law. Sexual harassment is a form of misconduct which undermines the integrity of the employment relationship and of the teacher/student relationship. No student or employee should be subjected to unwanted, unwelcomed sexual advances or conduct, either verbal or physical. See Appendix page 111 for the University Policy on Sexual Harassment Approved by the Board of Regents (7/13, 2004).

**2.7.3 Conflict of Interest**

A conflict of interest situation is one in which an employee influences or is in the position to influence University decisions for personal financial gain or benefit. Morgan State University encourages the development of privately sponsored research relationships among its faculty. It administers federal, private, and state-funded programs to foster economic development in the state and region, including programs commercializing and transferring University-produced technology to the private sector and providing campus affiliations to emerging private high-technology firms. Confidence and trust is eroded, however, when State and University business is subject to improper influence. The Maryland Public Ethics Law establishes certain conditions for faculty interest in certain sponsored research or economic development activities, as a part of its ethics requirements. However, faculty have a continuing obligation to adhere to other aspects of University policies and to other provisions of the Maryland Public Ethics Law, including restrictions relating to prohibited gifts, misuse of position, and prohibited representation for contingent fees. See Appendix page 151 Policy on Conflict of Interest For Faculty Interest in Sponsored. Approved by the Board of Regents 1/17/1996 and Appendix page 162 Policy on Outside Consultancy. Approved by the Board of Regents (3/20/1996).

**2.7.4 Conflict of Commitment**

With the acceptance of employment with Morgan State University, one makes a commitment requiring the devotion of a large part of one's energies to the goals and mission of the University. External, cultural, civil and other activities, as well as services to government, industry and other institutions, are important to the mission of the University, to one's personal development and to society at large. A conflict of commitment situation is one in which outside activities substantially interfere with the employee's obligations to students, colleagues, and/or the University, to one's personal development and to society at large. Although external employee involvements enhance the University, they also bring with them the potential for conflicts of interest and conflicts of commitment. As indicated, a *conflict of interest* situation is one in which an employee influences or is in the position to influence University decisions for personal financial gain or benefit. A *conflict of commitment* situation is one in which outside activities substantially interfere with the employee's obligations to students, colleagues, or the University. See Appendix page 149, Policy on Professional Commitment of Faculty. Approved by the Board of Regents (3/20/1996).

## **2.7.5 Faculty Responsibilities**

### **2.7.5.1 Effective Teaching and Advisement**

Faculty are required to disseminate knowledge to their students through the pedagogical process. It requires a continuous application and diligent effort to share learned concepts with students and advise them on how to achieve their personal and career goals. In order for this transfer of knowledge to occur, the teacher must remain current and keep abreast of new trends and changing developments in his/her respective discipline area. He/She must be able to motivate, inspire, advise, and mentor students to greater achievement by effectively communicating the particular subject matter of the discipline.

### **2.7.5.2 Research**

Research is the systematic investigation of knowledge in a particular field undertaken to discover or support facts and/or principles. Research is the scholarly attempt at the interpretation and integration of research findings. Research or scholarly endeavors allow one to make a contribution to the profession, to society, and to the University. The creative arts are considered to be a part of the research process or scholarly tradition. Scholarly productivity is integral to the academy; therefore, it shall be a consideration in all promotion and tenure decisions. Significant research productivity includes publications in refereed journals, e-journals, software development and books, published reports/studies, presentations at professional conferences, competitive research awards and grants. Lesser ranking of research and scholarly endeavors include publication in in-house media and non-refereed journals.

### **2.7.5.3 Service**

Service is the rendering of meritorious deeds to the University and wider community. Service includes not necessarily limited to the following: meaningful participation on committees at the program, departmental, college/school and university wide level participation in professional societies, organizations and public bodies in a manner which will enhance the image or bring prestige to the University, benefit the community in a positive manner, and/or help the University satisfy its urban mission while enhancing/expanding the professional competence of the individual; and providing needed professional expertise to business, public, industrial, school, and community agencies and colleagues in other University programs.

### **2.7.5.4 Outstanding Faculty Awards**

During each academic year, the University may grant one award in each of the following areas: teaching, research and publication, and public and/or community service. See Appendices, page 189. Approved by the Board of Regents 03/05/1981.

### **2.7.5.5 Faculty Mentoring**

*General Policy:* The purpose of the Mentoring Program is to provide any new MSU tenure-track assistant professors or associate professors with an opportunity to seek professional advice, assistance, guidance, and support from another MSU faculty member in a positive, constructive, and confidential manner. The goals of the program are:

- To encourage and enhance faculty retention,
- To assist faculty as they move through the ranks for promotion and tenure,
- To improve productivity,
- To enhance professional development, and
- To promote individual faculty member growth and development.

Participation in the Mentoring Program is voluntary on the part of the faculty mentor. However, it is expected that new faculty members will be assigned a faculty mentor by the Department Chairperson at the beginning of their first term. This assignment will be made in consultation with the School/College/Institute Dean/Director. However, this does not preclude a faculty member from having an external mentor.

The mentor/mentee relationship is confidential. It is important that the mentor use this mentorship as a means of lending a friendly ear with which to share mentee's frustrations as well as successes. Normally, a mentor relationship will last at least three academic years for a new Assistant Professor and 2 years for a new Associate Professor. The faculty member or the mentor may opt to terminate the relationship at any time without prejudice or penalty to either. If the relationship is terminated, the mentor must inform the Department Chair in advance. A mentor may work with no more than one faculty member per term within an academic year.

#### **Criteria for establishing the mentoring relationship:**

In establishing the mentoring relationship, the mentor:

- Must be a professionally mature and successful individual who is satisfied in sharing his/her expertise and has close ties to the new faculty member's expertise and professional goals.
- Must be selected from among tenured full and associate professors in the discipline.
- Should be an ally in promoting the institution's well-being.
- Must have experience within the department and be able to acquaint the new faculty member with departmental culture and expectations for performance in research, teaching, and service.
- Must be on campus during the new faculty member's first year and willing to continue the mentoring relationship beyond the first year.

- Must possess deep understanding of their own communication styles and a willingness to objectively observe the mentee.
- Must be able to provide constructive criticism without damaging the mentees' morale.
- Must have a sense of eagerness for learning new ideas.
- Must be willing to listen.
- Must be able to share information about professional opportunities internal and external to the university (funding sources, potential collaborators, and publication outlets).

The mentee, on the other hand, must be able to develop a keen focus on what is needed to grow professionally. The mentee must be willing to accept constructive criticism in key areas, such as communications (oral and written), areas of expertise, technical abilities and leadership skills among others. The mentee must be willing to listen.

**Process:**

The Department Chair formally recommends the mentor, in consultation with the new faculty member. However, the Dean must be informed of this pairing. A faculty member in another department or who participates in the new faculty member's cross-disciplinary program might be considered a good match because of common interests and responsibilities

- Newly-tenured associate professors are valued mentors because they are close to the contemporary realities of the tenure and promotion process.
- New faculty members frequently prefer working with a mentor in the same professional or disciplinary sub field. This may facilitate conversations about teaching and research

Disclaimer: Participation as a mentee does not guarantee an award of tenure and/or promotion.

## **2.8 Commencement Participation**

It is the policy of Morgan State University that only candidates who have applied for graduation by the published deadline and who have completed all academic requirements for graduation and who have satisfied all financial obligations to the University may participate in the Commencement Ceremonies.

Academic Requirements. Academic requirements include, but are not necessarily limited to, the successful completion of freshman orientation courses, general education requirements, core courses and required electives in the major, and, projects and designs for professional programs. Academic requirements also include, but are not necessarily limited to, passing scores on writing proficiency exams, speech proficiency exams, senior exit exams, and Praxis exams I and II.

Financial Obligations. Financial obligations that must be settled prior to the deadline established by the Bursar in the semester in which the student expects to graduate includes, but is not necessarily limited to, the current graduation fee, tuition, fees, and outstanding fines such as parking fines, library fines, and fines assessed by the Office of Residence Life.

## **2.9 Workload**

### **2.9.1 Teaching Schedule**

Twelve (12) credits hours per semester for undergraduate courses and nine (9) credit hours for graduate courses constitute the normal teaching load. Any modifications shall be recommended by the Dean and Provost and Vice President for Academic Affairs and approved by the President .

### **2.9.2 Summer School Teaching**

#### **2.10.2.1 Salary Scale**

A faculty member shall be paid for teaching during a summer session in conformance with a salary scale approved by the President. The summer session faculty salary scale provides for a minimum to maximum rate per three-credit-hour course for each faculty rank (Professor, Associate Professor, Assistant Professor, Instructor and Lecturer). The University President may determine the pay ranges, within the limits approved by the Board, taking into consideration faculty experience or other relevant factors.

#### **2.9.2.2 Direct Administrative Costs**

Summer session costs must include, in addition to faculty salaries, other direct administrative costs and travel as follows: The only basis upon which a faculty member may be compensated for teaching courses offered in the summer session which does not enroll sufficient students, pay the full tuition and other charges to generate income, and cover the pay of the faculty member for that course, is that he may, with prior approval of the Board, receive in compensation a percentage of the total tuition generated by that course.

Faculty members may teach and be compensated only for a maximum of two (2) courses per summer session. Special type courses and duties such as independent study, directed readings, seminars, practicums, advisement, etc., shall be excluded from the above faculty pay rates and faculty payments for such duties and courses shall be a matter of individual negotiation between the University and affected faculty members.

### **2.9.3 Enrollment and Class Roster**

A student is officially enrolled in a class if the student's name appears on the official University class roster on WebSis. When notified by the Office of the Provost and Vice President for Academic Affairs faculty are required to conduct a roster verification and exclude from class students who are not officially registered for the class. Students may not receive grades for courses in which they are not officially registered.

*Instructors may not arbitrarily add student names to class rosters.* Hence, it is the responsibility of the student to assure that his/her name appears on the class roster if he/she has officially registered.

#### **2.9.4 Advising of Student**

Faculty are required to assist students in the development of their academic curricula. All full-time faculty members are required to be knowledgeable about the essential aspects of the general education and discipline curriculum and know University procedures which may be utilized to facilitate and to provide accurate and timely advice to the students.

Advising of students is a faculty responsibility. The failure to perform this responsibility and/or to provide accurate course information represents a serious deficiency in the performance of faculty responsibilities.

All full-time faculty members are required to assist and to participate in the advisement process through normal contacts with students during office hours and in the classroom. All full-time faculty members will be assigned individual student advisees.

During the advisement process, faculty members may not make written or oral commitments to students that are unauthorized or inconsistent with University policies.

#### **2.9.5 Absences, Class Attendance and Attendance Reports**

All faculty members are required to meet all of their assigned classes as scheduled and on time. Faculty members are required to make arrangements, with the approval of the Department Chair, in advance of an absence for coverage of the classes. If a faculty is absent due to illness, the faculty member is required to notify the Department Chair so that appropriate arrangements can be made. Faculty members are required to report their absences due to illness on a bi-weekly basis.

#### **2.9.6 Faculty Recruitment of Students**

It is the expectation that all faculty members will assist in the recruitment of students for Morgan State University. Recruitment of students is extremely important to the ongoing mission of Morgan State University and the continued viability of their respective programs and departments.

#### **2.9.7 Attendance at Commencement Exercises, Convocations and Other Activities**

All faculty members at the University are expected to attend the commencement exercise in academic regalia, and to attend and participate in academic regalia in other convocation ceremonies as designated by the President of the University. It is the faculty member's responsibility to acquire the appropriate academic regalia.



**2.10 FACULTY ABSENCE REPORT**

Whenever it becomes necessary to be absent from class and/or cancel office hours for professional or University related activities, please fill in the requested information and file this form prior to your absence or office hour cancellation. Be sure to keep a copy of the completed form for your records.

<b>Name</b>		<b>Department</b>	
<b>Date of Filing</b>	<b>Date of Leaving</b>	<b>Date of Return</b>	<b>Hour of Return</b>

List the classes for which provision must be made (indicate class, date, day, hour, and room number).

CLASS	DATE	DAY	HOUR	ROOM

List office hours to be cancelled:

\_\_\_\_\_

Indicate the provisions made for class and office hour coverage:

\_\_\_\_\_

\_\_\_\_\_

Check:                     Professional                     University Related Activities  
                                   Other                                     Development e.g., recruitment, field trip, etc)

Detail the reason for the absence and attach supporting documentation:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requestor's Signature \_\_\_\_\_ Chairperson's Signature \_\_\_\_\_  
 Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approve    Disapprove    Approve    Disapprove

*Please Note: a copy of this form must be forwarded to the Provost's Office.*

**2.11 Tenure Review Schedule for Assistant Professors**

YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEARS	YEAR 6
Appointment for three-year term	Continuation of first three-year appointment with review and notice of renewal for second three-year term or notice of termination	Continuation of first three-year term; possible termination at the end of the third year	Beginning of second three-year appointment	Continuation of second three-year term	Tenure granted, deferred, or last year of appointment or first year of Extension Period
PROBATIONARY year with decision to continue or terminate at the end of the first year					
Optional application for promotion and/or tenure	Optional application for promotion and/or tenure	Optional application for promotion and/or tenure	Optional application for promotion and/or tenure	MANDATORY application for tenure or *DEFAULT not applying; Notice of decision on tenure or Extension Period granted	
				*Automatic Dismissal	

2.11 Tenure Review Schedule

- For Associate Professors

YEAR 1	YEAR 2	YEAR 3
Appt. for a 3 yr term	Continuation of three year term	Tenure granted, deferred, last year of appointment or first year of Extension Period
Optional application for promotion & tenure	Mandatory application for tenure or *DEFAULT for not applying fro tenure with decisions rendered or extension period granted	
	* Automatic Dismissal	

- For Professors

YEAR 1	YEAR 2
Appointment for a three year term	Tenure granted, deferred , last year of appointment or first year of extension period
Optional application for tenure	MANDATORY application fro tenure or *DEFAULT for not applying fro tenure with decision rendered or Extension Period granted
	* Automatic dismissal

## **2.12 Grade Change Policy**

It is University policy that *once a grade is recorded, no changes are allowed*. The only exceptions to this policy are as follows:

- (1) Incompletes - All incompletes must be removed by the end of the next semester of enrollment following the granting of an incomplete (“I”) grade.
- (2) Recording error(s) and/or miscalculations of a grade must be changed no later than the end of the semester following the recording error or miscalculation. Grade changes must be approved by the area Chairperson and Dean.

**NOTE:**

All changes under part (2) of this policy must be supported by documentation; i.e., grade books, papers and examinations and calculation records.

## **2.13 The Institutional Review Board (IRB)/ Protection of Human Research Participants**

Morgan State University policy on the protection of human research participants requires that all research conducted under its auspices, which involve human subjects, must be reviewed and approved by the Institutional Review Board (IRB), consistent with Federal Regulations, 45 CFR 46. The IRB reviews research protocols (biomedical, social or behavioral) prospectively from the viewpoint of protecting the rights and safeguarding the welfare of human research participants using the following criteria: (a) the design of the study is consistent with sound scientific principles and ethical norms; (b) the protocol meets the National Institutes of Health (NIH) federal wide assurance ( FWA) criteria necessary for approval; (c) the necessary elements of informed consent have been fulfilled; and (d) additional appropriate safe guards have been provided if potentially vulnerable subjects (e.g., pregnant women, neonates, children, prisoners, and fetuses) are to be studied.

The IRB conducts continuing review of each approved protocol at least annually. The IRB may modify, suspend or terminate approval of research that has been associated with serious harm to subjects, or is not being conducted in accordance with the IRB’s decisions, stipulations or requirements.

Applications for IRB approval should include the following:

- (a) Completed and signed “Human Subjects Application Form”;
- (b) Project summary;
- (c) Research protocol;
- (d) Informed consent form; assent form (for minors); debriefing form;
- (e) Questionnaires, interview questions, tests, etc.

The IRB generally meets once a month and applications must be submitted to the IRB administrator at least THREE weeks prior to the monthly meeting. Late applications are typically reviewed in the subsequent meeting. IRB forms, meeting dates and the corresponding deadlines for submitting applications during the academic year are published on the OSPR website. Please call x3447 for more detailed information.

Committee membership in the IRB is diverse with expertise in the sciences, ethics, and other non-scientific areas, thereby fostering a comprehensive approach to the protection of human subjects and offering a broad perspective in the review.

### **2.13.1 Animal Welfare Assurance (IACUC)**

#### **In accordance with the PHS Policy for Humane Care and Use of Laboratory Animals**

This Assurance is applicable to all research, research training, experimentation, biological testing, and related activities, hereinafter referred to as activities, involving live, vertebrate animals supported by the Public Health Service (PHS) and conducted at this Institution, or at another institution as a consequence of the sub granting or subcontracting of a PHS-conducted or -supported activity by this Institution.

The University maintains an animal facility (4000 sq. ft.) located within the Biology Department that is shared by the faculty in the departments of chemistry, psychology and biology. This facility has IACUC approval and is staffed by one full time and 2 part time animal technicians. The facility is staffed by a consulting veterinarian.

The qualifications, authority, and percent of time contributed by the veterinarian(s) who will participate in the program are as follows:

Veterinary emergency care will be available at all times, and the Veterinarian can be contacted via telephone for assistance with any clinical problem concerning animals, and often interacts with investigators to provide advice and consultation on animal-based research procedures.

The Institutional Animal Care and Use Committee (IACUC) at this Institution is properly appointed in accordance with the PHS Policy IV.A.3.a and is qualified through the experience and expertise of its members to oversee the Institution's animal care and use program and facilities. The IACUC consists of at least five members, and its membership meets the composition requirements set forth in the PHS Policy, Section IV.A.3.b.

The IACUC will:

Review at least once every six months the Institution's program for humane care and use of animals, using the "Guide" as a basis for evaluation. Inspect at least once every six months all of the Institution's animal facilities, including satellite facilities, using the

“Guide” as a basis for evaluation.

In accord with the PHS Policy IV.C.1-3, the IACUC shall review and approve, require modifications in (to secure approval) or withhold approval of PHS-supported activities related to the care and use of animals. The IACUC procedures for protocol review are as follows: The Principal Investigator (PI) submits an original protocol to the Committee Coordinator who then assigns a protocol number for reference and submits copies to each member of the committee. A meeting date is set by the Committee Coordinator, at which point the committee discusses and reviews any pertinent issues regarding the submission. From the minutes of the meeting the Committee Coordinator then issues written documentation to the PI regarding approval, non-approval with possible specific modifications or withheld approval.

Review and approve, require modifications in (to secure approval) or withhold approval of proposed significant changes regarding the use of animals in ongoing activities as set forth in the PHS Policy at IV.C.

Notify faculty investigators and the Institution in writing of its decision to approve or withhold approval of those activities related to the care and use of animals, or of modifications required to secure IACUC approval as set forth in the PHS Policy at IV.C.4.

All of this Institution’s programs and facilities (including satellite facilities) for activities involving animals have been evaluated by the IACUC within the past six months and will be re-evaluated by the IACUC at least once every six months thereafter, in accord with the PHS Policy IV.B.1-2.

## **2.14 Policy and Procedure on Outside Consultancy**

Morgan State University employs and seeks to retain faculty, administrators, and professional staff who are highly competent in their fields. These people are often sought by the business and professional community to provide consulting or other professional services. It is the policy of Morgan State University, consistent with Board of Regents Policy on Professional Commitment of Faculty, that professional consultancy by full-time and part-time faculty and professional staff members is permitted when responsibilities to the University have been fully satisfied as determined by the responsible administrator, and if there is no conflict of interest.

### **I. Procedures for Reporting Paid Professional Consultancy**

**A.** A report must be made by a staff member doing outside paid consulting work to the Department Chair and Dean in writing, within ten (10) days of the close of each semester, and must contain:

1. the number of hours worked, and the dates;
2. the company, agency, or organization for which the work was performed; (names of clients or patients need not be disclosed if this would be a breach of ethical standards)
3. the general nature of the work.

The staff or faculty member's failure to report shall be grounds for appropriate personnel action, which may include termination of employment at the University.

**B.** Reports are signed by the Department Chair, Dean and Vice President for Academic Affairs (VPAA). The VPAA forwards the reports to the President or President's designee.

### **Prior Approval of Consulting and Professional Services**

Paid consultancy or professional service must be approved in writing in advance by the Dean, VPAA and the President or President's designee. A written explanation of the services to be rendered and the time involved should be submitted.

### **Consultancy to University Administered Grants**

Paid consultancy for contracts or grants administered through the University is generally not allowed. A waiver may be granted by the President in unusual or exceptional circumstances. A written request for a waiver should be made to the Department Chair, the Dean, the VPAA and to the President or President's designee for final review and approval. The request should contain a detailed explanation of the services to be rendered and an explanation of the unusual circumstances which may warrant a waiver of the normal policy.

Approved by the Board of Regents March 20, 1996

## **2.15. Use of University Resources**

University resources shall not be used in rendering consulting services unless there have been prior arrangements with the responsible administrator for reimbursement. There must be a written identification of the costs, and agreement specifying when the costs will be reimbursed.

### **I. Conflict of Interest and Conflict of Commitment**

#### **A. Definition**

A conflict of interest arises when a faculty member influences, or is in a position to influence, the institution's decisions for personal financial gain or benefit. A conflict of commitment situation arises when outside activities substantially interfere with the person's obligation to students, colleagues, or the institution.

#### **B. Procedures for Resolving Issues of Conflict of Interest**

Any faculty member or professional staff member engaged or seeking to be engaged in consulting work who has reason to believe that there may be a conflict of interest, or the appearance of a conflict of interest, should:

1. Inform the Department Chair or responsible administrator of the possible conflict;
2. Consult the State Ethics Commission for an official opinion. The State Ethics Commission has the sole authority to interpret the State Ethics Law.
3. The Department Chair or responsible administrator may suspend consulting work pending an opinion by the State Ethics Commission.

## **2.16 Limitation on Outside Employment**

The University reserves the right to limit outside employment where a supervisor imposes such a limitation as part of a plan to remediate employee job performance deficiencies, or where the President's designee determines that an employee's outside activities constitute a conflict of interest or conflict of commitment. A waiver may be granted by the President in unusual or exceptional circumstances. A written request for a waiver should be made to the Department Chair, the Dean, the VPAA and to President or President's designee for final review and approval. The request should contain a detailed explanation of services to be rendered and an explanation of the unusual circumstances which may warrant a waiver of the normal policy.

## **2.17 Endorsement of the University**

A faculty member or professional staff member shall not convey through his or her outside work an endorsement by the University of the recommendations or results. The faculty member must include a statement in any document which reports the results or recommendations of the consulting activities that the contents of the report or recommendation are not those of Morgan State University.

- A. No individual shall enter into an agreement for consulting services which conflicts with the University's policies on intellectual property without the express written consent of the President.



### **2.18 External Teaching**

. See Policy on Teaching Outside the Home Institution by Full-time Faculty, page 158.  
Approved by the Board of Regents March 20, 1996

### **2.19 Policy on Compensation for Assigned Administrative Duties**

When a faculty member takes on responsibilities of an administrative nature, he/she may be compensated at a higher level for such administrative duties. However, when the individual is no longer performing the additional administrative responsibilities and returns to his/her previous duties, the salary shall be adjusted accordingly, commensurate with increases that may have occurred had the faculty member remained in the teaching position. In other words, when a faculty member no longer performs the assigned administrative responsibilities, his/her salary may be adjusted accordingly.

### **2.20 Leave**

#### **2.20.1 Annual Leave**

**A faculty member having 9½- and 10- month appointments shall not be eligible for annual leave.**

#### **2.20.2 Sick Leave**

Ten month faculty earn 12.5 days of sick leave during the academic year; 9½-month faculty earn 11.87 days per year. Sick leave balances are maintained in the Office of Human Resources. Faculty are required to submit a bi-weekly absence report which indicates attendance and use of sick leave. Absence reports must be submitted in order to earn sick leave credit. **The use of three (3) or more consecutive days of sick leave requires medical documentation.**

University employees are required to notify their supervisors of absences due to illness. Daily notification is required unless an employee has informed the supervisor in advance that sick leave will be used for a set period of time. Employees who become ill while on approved leave must provide medical documentation to support the use of any sick leave. Otherwise, the leave will remain as requested.

Pursuant to the Family or Medical Leave Act, employees may take a maximum of 12 weeks sick leave if they are ill or caring for chronically ill family members.

Unused sick leave is forfeited at the end of employment at the University, unless there is a transfer to another Maryland State government agency, in which case the sick leave balance transfers or if they retire and in system they will get credit for it. . If a faculty member belongs to the Maryland State Teachers Retirement System or the Maryland State Pension System and retires under one of these systems immediately upon leaving State service, unused sick leave is credited toward retirement which in turn increases the individual's retirement benefit. Unused sick leave, however, cannot be utilized to retire early.

### **2.20.3 Leave of Absence Without Pay**

A leave of absence without pay or for purposes of study, serving as an exchange faculty member, or for other purposes, may be granted to a faculty member who has been on active, full-time service with the University for a period of at least three years. The President may modify the three-year requirement in unusual circumstances. (Approved by the Board of Regents March 25, 1981)

#### **2.20.3.1 Request for Leave Without Pay**

The faculty member applying for a leave of absence without pay shall submit at least six months prior to the start of the proposed leave period a formal written request setting forth clearly the reasons for the proposed absence. The request should receive the appropriate approvals before being forwarded to the President of the University.

#### **2.20.3.2 Board Information**

The written request for leave without pay, if approved by the President of the University, shall then be forwarded to the Board for information together with an endorsement to the effect that the services of the faculty member can be spared during the leave period.

#### **2.20.3.3 Duration**

Leaves of absence without pay generally shall not exceed a period of one year. In special circumstances, with the approval of the President, this leave of absence may be extended an additional year.

#### **2.20.3.4 Retirement Impact**

The Maryland State Retirement System provides that a faculty member on leave of absence without pay loses his year of service to the State, except for a faculty member on leave without pay for purposes of military service if he/she does not meet the established guidelines for a qualifying leave of absence including active military service. The faculty member on leave of absence without pay, in order not to lose his year of service to the State, may pay directly to the Retirement System, in a lump sum, the retirement contribution, with interest, upon his return from leave. An approved leave of absence form must be submitted to the retirement system prior to the commencement of leave in order to receive retirement credit.

#### **2.20.3.5 Not Counted Toward Tenure and Merit Increases**

*The time for which a faculty member has received approved leave without pay shall not be credited toward tenure or merit increases.*

#### **2.20.4 Bereavement Leave**

With the approval of the appointing authority, an employee may take up to five (5) days leave which is charged against sick leave for the death of an immediate family member. Leave is granted based on the following: A maximum of five (5) working days, depending on need, may be charged to sick leave in the event of death of one of the following members of the family: spouse, children, parents of employee or spouse or others who took the place of parents, brothers and sisters of employee or spouse, and other relatives living as members of the employee's household. If travel requiring staying away from home overnight is involved, a maximum of 5 days may be charged to sick leave. One working day may be charged to sick leave for the death of other relatives of an employee's extended family. Human Resources should be consulted regarding one day bereavement leave provisions.

#### **2.20.5 Other Types of Leave**

The University recognizes other types of leave such as military and special leaves granted under the provisions of the Higher Education Acts. Such leaves may be granted with the approval of the President.

#### **2.20.6 Accident Leave**

Accident Leave is leave with pay that is granted to an employee who, in the actual performance of his job duties, sustains an injury which is determined to be compensable according to the Maryland Worker's Compensation Law. The injured employee or someone on the employee's behalf shall provide to the appointing authority within three (3) working days after the injury occurs, a physician's written certification that the employee is disabled by the injury.

The accident leave ends when a physician certifies, in writing, that the employee is able to return to work. The appointing authority shall assure that accident leave does not extend beyond 6 months without continuous certification from an attending physician not to exceed a year from the date of the injury. Accident leave is paid at the rate of 2/3 of the employee's salary rate.

### **2.21 Employee Benefits and Services**

#### **2.21.1 Social Security**

Employees pay Social Security taxes in accordance with federal law and regulations. The University matches the contribution.

#### **2.21.2 Tuition Waiver Policy**

Pursuant to the Tuition Waiver Policy, permanent/regular employees, full-time military employees of the ROTC program and Retirees of the University and members of the Board of Regents may be able to take classes at the University free of tuition costs. Morgan State University has a reciprocal agreement with several State colleges and universities which may enable employees and their dependents to attend classes at the other State institutions without paying tuition. Fees and other appropriate costs are required.

*See Appendix page 117 for the Tuition Waiver Policy Effective, May 14, 2002. Amendments approved by the Board of Regents on April 12, 2004, January 10, 2006 and August 21, 2007.*

### **2.21.3 Group Health**

Faculty members may join one of several group health plans offered by the State of Maryland through the University. Choices include the Preferred Provider Network and several Health Maintenance Organizations (HMO). Additionally, a Vision Plan, Prescription Plan, Catastrophic Illness Plan, Dental Plan and Long-Term Care Plans are available. The premium cost varies, depending on the plan selected. In general, the University pays 85% of the premium cost, although this percentage may vary slightly from plan to plan. Employees have the option of joining a health plan within sixty (60) days of employment date. Otherwise, they may not join a group health plan until the Open Enrollment Period which usually is held in the Fall of each year.

### **2.21.4 Retirement Plans**

State law mandates that employees become a member of a retirement system. In this regard, faculty members have the option of joining one of two systems. They may join an Optional Retirement Plan or the Maryland State Teachers Pension System (TPS). For more information regarding the retirement plans available to University employees, please contact the Office of Human Resources.

### **2.21.5 Summer School Teaching and Minimester Teaching**

Summer School salaries are not paid on a bi-weekly basis. There are generally two lump sum payments for the courses taught. Summer school salary is subject to state and federal taxes and Social Security taxes. Retirement credit is not received for summer school teaching. Minimester salaries are paid in one lump sum.

### **2.21.6 Tax Deferment Opportunities**

There are several tax-deferred plans offered through the University's payroll system. For example, the TIAA-CREF Retirement System, PEBSCO plan and the TIAA-CREF Supplemental Retirement Annuities Plan (SRA) offer tax

deferment opportunities. Employees are able to contribute to a Health Care Spending Account or Dependent Care Spending accounts. These accounts allow employees to use pre-tax dollars to pay for medical expenses and dependent care expenses that are incurred during the current year. Additional information regarding tax deferment options is available in the Office of Human Resources.

**2.21.7 Voluntary Deductions**

Faculty members may purchase U.S. Savings Bonds, contribute to United Way, join and make deposits to the credit union, pay health insurance premiums, and participate in a tax-deferred savings plan through automatic deductions from their pay.

**2.21.8 Life Insurance**

Members of the Maryland State Retirement and Pension Systems have a death benefit after one year of service which entitles a beneficiary to one year of employee's salary if the employee dies while in active service. The State offers two additional life insurance programs: **Standard Term Life Insurance** and Metropolitan Life Accidental Death and Dismemberment Plan.

**2.21.9 Direct Deposit**

Direct deposit is available to any bank.

**2.21.10 Credit Union**

Permanent full-time or part-time faculty members are eligible to join the State Employees Credit Union. Employee payroll checks can be automatically deposited to the SECU accounts. The credit union offers a variety of financial services to State employees, including: checking accounts, IRA's, various loans, money market certificates, traveler's checks, no fee VISA cards and an automatic teller machine card access. Applications and brochures are available in the Office of Human Resources.

**2.22 Summer Contracts**

Faculty members on 9½- month contracts can earn up to 26.3% of their regular university salary teaching during the 2½- month summer period and faculty members on 10- month contracts can earn 22% of the regular University salary teaching during the two month summer period.

For additional details, *see* Appendix page 138 Procedures for Payment of Summer Contracts for Faculty.

## **2.23 ACADEMIC POLICIES AND PROCEDURES; BYLAWS AND CONSTITUTIONS**

### **2.23.1 Smoking Policy**

Health risks associated with smoking are well documented. Numerous studies have indicated that exposure to second-hand smoke is a significant risk to the nonsmoker. In addition, smoke is offensive to many non-smokers and potentially debilitating to some individuals. Morgan State University is responsible for providing a safe environment for its students, employees and visitors. Consequently, it is hereby established as the policy of MSU to achieve an environment as close to smoke-free as practicably possible. Where the needs of persons who smoke and the need of nonsmokers to breathe smoke-free air conflict, the need to have smoke-free air shall have priority. . See Appendix page 130, Smoking Policy. Approved by the Board of Regents on 11/16/1999.

### **2.23.2 Substance Abuse Policy**

Under Maryland law, it is illegal for Morgan State University students, faculty and staff to possess or distribute certain classes of controlled dangerous substances. It is also illegal to be in possession of certain drug paraphernalia, Article 27, Section 276 et seq. . See Appendix page 131 , Substance Abuse Policy. Approved by the Board of Regents 11/16/99.

### **2.23.3 Policy on Patents**

The objectives of this policy are to encourage and aid research at Morgan State University, to provide financial compensation as well as professional recognition to inventors, and to protect and best serve the public interest. To these ends, this policy encourages disclosure of inventions and discoveries and their evaluation for possible patenting and licensing and establishes principles for determining the rights of the University and inventors. Morgan State University encourages scholarly publication of the results of faculty and student research. See Appendix page 155 Policy on Patents . Approved by the Board of Regents 3/20/1996.

### **2.23.4 Computer and Information Technology Use Policy**

The University provides access to computing and information resources for students, faculty, and staff (collectively "users") consistent with institutional priorities and financial capabilities. Access to University computing resources imposes certain responsibilities and obligations on the user and is granted subject to University policies, federal, state and local laws. It is the University's policy that appropriate use should always be legal and ethical, reflect academic honesty, and show restraint in the consumption of shared resources. See Appendices Page 165. Approved by the Board of Regents 11/21/2000.

### **2.23.5 Morgan State University Council Constitution and By-Laws**

The evolving demands of University status warrant a participatory system of governance that creates for each member of the Morgan State University community an opportunity for involvement, communication, and accountability. This Constitution/By-Laws establishes the Morgan State University Council as a campus-wide governance structure involving the administration, faculty, professional administrative staff, classified employees, and student body in the ongoing operation of the University. This Constitution/By-Laws assumes that the University community is willing and has the opportunity to engage in shared work and shared responsibility. See Appendices page 68. Approved by the Board of Regents 05/11/1999.

### **2.23.6 Procedures for Payment of Summer Contracts For Faculty**

In October, 1992, The Board of Regents approved a resolution to change the academic year from 10 months to 9 ½ months, thus allowing faculty members to receive maximum salary support from grants during the summer period. In December of 1992, Morgan State University faculty members were given the opportunity to retain their original 10 month contract or to submit an amendment changing their contract to 9 ½ months. See Appendices page 99.

### **2.23.7 Policy on Tuition Waiver**

Morgan State University supports the general policy of tuition waiver for persons in the certain categories according to the specified conditions for each category. Persons receiving educational benefits under this policy should be aware that tuition waiver may be considered income by the Internal Revenue Service and may result in significant tax liability. See Appendices page 117. Approved by the Board of Regents 08/21/2007

### **2.23.8 Criteria for Graduation with Honors**

See Policy in Appendices, page 123. Approved by the Board of Regents January 9, 2007.

### **2.23.9 Morgan State University Board of Regents By-Laws**

The Board of Regents (“Board”) shall have and exercise the powers prescribed by the laws of the State of Maryland. The primary concerns of the Board shall be policy making and responsibility for governance of Morgan State University and all related matters. See Appendices page 124. Approved by the Board of Regents 08/21/2001

### **2.23.10 Policy on Disclosure of Student Records**

It is the policy of Morgan State University to comply with the Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, concerning the disclosure of student records. This Policy outlines the rights of students and procedures by which students may obtain access to education records. A copy of this Policy shall be provided annually to each current student with registration materials. See Appendices page 139. Approved by the Board of Regents 03/11/1999.

### **2.23.11 Policy Granting Limited Benefits to Full-Time Contractual Employment**

This policy grants full-time contractual employees certain leave benefits at Morgan State University. See Policy in the Appendices, page 146. The holiday leave component of this policy becomes effective on **February 16, 2000**. The annual and personal/sick leave component will become effective **July 1, 2000**.

### **2.23.12 Policy on Professional Commitment of Faculty**

A faculty member who accepts an appointment at Morgan State University makes a major professional commitment to the mission and goals of the institution and its students with the essential components of instruction; student direction and advisement; research; professional, public and institutional service; and administration. These vary in their relative distribution of time according to the particular talents and interests of the faculty member and the needs of the academic unit as determined by the department chair or other responsible administrator. See Appendices page 149. Approved by the Board of Regents 03/20/1996.

**2.2.3.13 Policy on Official Graduation Dates**

In order to be eligible for graduation, students are expected to know and satisfy all relevant degree requirements published in the *Morgan State University Catalog* including General Education requirements, college/school requirements, as well as the requirements in their major. See Appendices, page 146. Approved by the Board of Regents 05/14/1997.

**2.2.3.14 Policy on Faculty, Student and Institutional Rights and Responsibilities For Academic Integrity**

The academic enterprise is characterized by reasoned discussion between student and teacher, a mutual respect for the learning and teaching process, and intellectual honesty in the pursuit of new knowledge. By tradition, students and teachers have certain rights and responsibilities which they bring to the academic community. See Appendices, page 160. Approved by the Board of Regents 03/20/1996

**2.2.3.15 Midterm Grade Policy**

Each instructor shall evaluate undergraduate students' progress and assign a midterm grade for each undergraduate student enrolled in their class using the University's accepted grade reporting technology and according to the University's published Academic Calendar. See Appendices page 188.

**2.2.3.16 Addendum to Guidelines on Proficiency Exams**

The purpose of these examinations is to continue the maintenance of MSU's high academic standards and to ensure qualitative programmatic growth and advancement, and to ensure examinations have been requested to satisfy graduation requirements in the major. See Appendices, Page 186.

**2.2.3.17 Nondiscrimination Policy**

It is the policy of Morgan State University that all employees and students should be able to enjoy and work in an educational environment free from discrimination. Discrimination against any person or group of persons on the basis of race, color, national origin, religion, sex, sexual orientation, age, marital status or disability is prohibited by this Policy. See Appendices page 170. Approved by the Board of Regents 05/14/2002

**2.2.3.18 Faculty Leave Accounting**

See Appendices, page 171. Approved by the Board of Regents 11/21/2000.

**2.2.3.19 Policy on Copyrights**

The objective of this policy is to encourage the development of copyrighted works as well as to set forth the parameters by which copyright ownership is achieved. All rights in copyright for works arising from the use of any University resources shall belong to the University. See Appendices page 172. Approved by the Board of Regents 03/20/1996.



**2.23.20 Policy on Student Residency Classification for Admission, Tuition and Charge Differential**

It is the policy of the Board of Regents of Morgan State University to recognize the categories of In-State and Out-of-State students for the purpose of admission, tuition, and charge differentials. See Appendices, page 175. Approved by the Board of Regents 02/05/2008.

**2.23.21 Release Time Policy**

According to the published policies found in the Faculty Handbook, the normal workload for graduate faculty includes a 9 credit teaching load, and for undergraduate faculty a 12 credit teaching load per semester plus, advising graduate and undergraduate students, directing graduate and undergraduate students, conducting their own research and/or collaborating with or guiding the research of others, being engaged in service to the department, school, University, and the community, and where appropriate serving in quasi-administrative structures (e.g., committee chairs, task force chairs, etc.). See Appendices, page 179.

**2.23.22 Polices and Procedures for Termination of Faculty Members for Cause**

See Appendices, page 81. Approved by the Board of Regents 04/17/1996.

**2.3.23 Policy on the Award of Honorary Degrees**

Upon approval by the Board of Regents, it is the policy of Morgan State University to award honorary degrees on a selective basis to individuals who have distinguished themselves in their community or profession. The purpose of this policy is the recognition of individuals who have made significant contributions to society which are consistent with the values for which Morgan State University stands. See Appendices page 184. Approved by the Board of Regents July 11, 2006.

**2.23.24 Policy on Teaching Outside the Home Institution By Full-Time Faculty**

See Appendices, page 158. Approved by the Board of Regents March 20, 1996.

**2.23.25 Policy on Drug and Alcohol Abuse**

See Appendices page 132, Approved by the Board of Regents on November 16, 1999.

**2.23.26 Policy on Student Code of Conduct** The summary of this Code is found in the Appendices, Page 192. Also, the summary provides a link to the complete Code.



# SECTION 3.0

# GENERAL INFORMATION

### 3.0

## GENERAL INFORMATION

### 3.1 Library Services

For more detailed descriptions of Soper Library's collections, services and facilities, please consult the library's Web site at <http://www.morgan.library.edu>.

#### 3.1.1 Resources

Soper's online catalog provides information about the availability of library resources. The catalog includes information about the holdings of libraries in the University System of Maryland also.

#### 3.1.2 Special Collections

The Beulah M. Davis Special Collections Department houses a noncirculating collection of materials relating to African-American culture: duplicate copies of books in the general collection; materials about Morgan or by its faculty and students; artifacts; and manuscripts (including the Emmett J. Scott, William S. Braithwaite, and Bliss Forbush collections).

#### 3.1.3 Direct Borrowing Privileges

Soper's loan period for faculty is one semester. Additional books may not be charged out until overdue items are returned. No fines are charged but if an item is not returned within 45 days of the due date, it will be considered lost and the faculty member will be assessed the replacement cost plus a \$20 processing fee. All materials must be charged out in person, and a currently validated ID must be presented. Periodicals, which are noncirculating, may be charged out for office photocopying but must be returned the same day.

#### 3.1.4 Reciprocal Borrowing Privileges

Under reciprocal borrowing agreements, faculty may borrow from the libraries of other State colleges and universities and from many local academic libraries, as well. Additional identification may be required at some libraries. Also, faculty may use the online catalog to borrow materials from libraries in the University System of Maryland and have them delivered to Soper. To do this, your last name and the 14-digit bar code on your ID card must be entered when prompted.

#### 3.1.5 Interlibrary Loan

If certain materials are not available at Soper, they may be obtained from another library through interlibrary loan. Applications for interlibrary loan may be obtained at the Circulation Desk or completed and submitted online at Soper's Web site. Soper does not charge for interlibrary loan, but fees by the lending library, especially those outside of Maryland, are not uncommon.

#### 3.1.6 Reserve Collection

The Library maintains a reserve collection behind the Circulation Desk. Faculty members who wish to place materials on reserve should complete a reserve form and return it to the Circulation Desk. Forms may be printed from the Library's Web site or picked up at the Circulation Desk.

### **3.1.7 Reference and Orientation Service**

The Reference Department provides orientation and information literacy services. Sessions relating to the use of library resources and the development search strategy skills can be given. Library tours are conducted when classes are not in session -- and occasionally when classes are in session, but only during normally slack periods. A week's notice is necessary for any of these services. Contact the Reference Department at extension 3450.

### **3.2 Bookstore**

Normal hours of operation of the Bookstore are Monday through Friday, 9:00 a.m. to 5:00 p.m., with extended hours during registration periods. The Bookstore provides, in addition to textbooks (new and used), a large number of convenience supplies and sundry items. Fashionable leisure wears bearing the Morgan State University logo are available as well as a large variety of Greek paraphernalia. Exciting gift ideas are featured and can be mail ordered through the Bookstore's gift catalog. Additionally, the "Marketplace" section offers beverages, convenience foods and toiletries.

### **3.3 Technical Support and Technology Training-**

The Division of Planning and Information Technology encompasses the following functions:

Institutional Research and Planning; Educational Technology; Administrative Computing; Technical Support and E-Mail; Network Management; Technology Training and Blackboard.

Technical Support provides Help Desk assistance at ext. 4357 (HELP) and technicians, when necessary, for on-site hardware/software problems. Technology Training provides free on-campus software training for faculty and publishes classes and helpful information on the Morgan website.

### **3.4 Post Office**

Post Office boxes are available to faculty in limited quantities. Postal charges for University-related mail are charged to individual department budgets on a monthly basis. The hours of operation are: Monday –Friday, 9:00 a.m. to 5:00 p.m.; student mail pickup: 9:00 a.m. to 4:30 p.m. and Saturday, (Fall & Spring Semesters) 10:00 a.m. to 2:00 p.m.

### **3.5 Physical Plant**

The Physical Plant Department's administrative office is located on the third floor of the Washington Service Center. Physical Plant is responsible for the operation and maintenance of University buildings and grounds which support and enhance the academic and administrative environment. The reporting of obvious problems, (i.e., improperly operating restrooms, broken doors, leaks, etc.) significantly assist Physical Plant in these endeavors. Additionally, the promotion and advocating of minimizing abuse and promoting cleanliness and neatness also assists Physical Plant in attaining its goals.

### **3.5.1 Emergency Maintenance**

Emergency maintenance requests can be made during working hours (8:30 a.m. to 4:30 p.m., Monday through Friday) by calling the Physical Plant Department's Work Control Center on x3320. After regular working hours, including weekends and holidays, the requester should call the Central Heating Plant (CHP) on x3398.

### **3.5.2 Key Lock Service**

The University maintains two mechanical lock systems (Best and Medeco) to secure Morgan State University buildings and equipment. **No personal locks are permitted.** Requests for interior keys are submitted in writing to the Director of Physical Plant by the respective department head.

### **3.5.3 Motor Pool**

Reservations for a University vehicle should be made five (5) days prior to the date it will be needed using Form #110. The form should be submitted to the Motor Pool for van requests and to the Office of Finance and Management for automobile requests. Users of State vehicles must have a valid driver's license, cannot have more than six (6) points on their driving records, and must sign and abide by the rules and regulations of drivers of State vehicles. A Motor Vehicle Operator's Guide is available from the Motor Pool.

### **3.5.4 Moving Services**

Service assistance for the movement of State property is available subject to the completion and delivery of Property Control Action Request Form ("PCAR"), to Property Control prior to the date needed. All employees must report the following through the appropriate property custodian: theft of property, missing property, movement of and request for disposal of property.

## **3.6 Procurement and Property Control**

The Procurement and Property Control Department, located on the ground floor of the Washington Service Center, is responsible for procuring goods and services for all University departments and tagging and accounting for University property.

### **3.6.1 Central Storeroom**

Additionally, all supplies and equipment must be received by the University Central Storeroom prior to delivery to its campus location to ensure proper recording and logging. All goods such as supplies, materials and equipment are requested with a purchase requisition or Purchasing Card, irrespective of fund source. Services such as consultants, transportation services, equipment rentals, maintenance agreements entertainment, etc., are requested by completing a BB-4 (Service Request Form) and supporting contracts. Forms are available from the Procurement Office or Central Storeroom.

### **3.6.2 Commodity Purchases**

Departments with Procurement Credit Cards are allowed to make purchases (excluding furniture) up to \$2500 without prior authorization from the Procurement Department. All other purchase requests are submitted via purchase requisitions to the University Comptroller's Office for fund certification. Requisitions totaling up to \$5000 should be accompanied by at least two bid quotes (solicited by the requesting department). Furniture must be procured from State Use Industries unless a waiver is requested and granted.

### **3.6.3 Off-Campus Property Pass**

Permission to take University property off campus is generally limited to faculty and staff for use only on official business. Personal use of University property is prohibited. Faculty and staff must request an Off-Campus Property Pass from the Inventory Control Department and obtain the required signatures and approvals prior to the removing the property off campus. All requests for Off-Campus Property Passes must be approved by the individual Vice President. The following signatures and approvals are required prior to removing the property off campus: (1) Requestor, (2) Accountable Officer, (3) Departmental Property Officer, (4) Department Director/Dean, (5) Vice President, (6) Director of Procurement and Property Control and (7) Inventory Control Manager.

## **3.7 Police Department**

The University Police Department is responsible for the protection of life and property to maintain an atmosphere conducive to academic studies and research. Reporting suspected criminal activity, vandalism, etc., can significantly enhance the effectiveness of this department. Services provided include patrol (foot, bicycle and motorized), investigations, crime prevention programs, parking and traffic control. The University Base Station, located on the third floor of the Washington Service Center, is open 24 hours per day, seven days per week. The 24-hour emergency phone number is 443.885.3103. The administrative service section is located in the Washington Service Center, Room 3020. This office handles student parking permits, evening and weekend permits for faculty, staff and students, parking citations, and identification cards. Hours of operation are 8:00 a.m. to 5:00 p.m., Monday through Friday. The phone number is 443.885.3100.

## **3.8 On-Campus Parking Regulations**

### **3.8.1 Faculty and Staff**

A limited number of day and evening/weekend parking permits are available for faculty and staff on a renewal and "first come, first served" basis at an annual cost. The day permits are valid from Monday through Friday. Evening/Weekend permits are valid after 4:15 p.m., Monday through Friday on any lot, and all day weekends. Permits are issued by lot designation. All permit holders must abide by the University Parking and Traffic Regulations, a copy of which can be obtained at the University Police Department 443.885.3100 or the Business Services Office 443.885.3065.

### **3.8.2 Visitor Parking**

Visitor's parking is available in the Morgan State University Parking Garage which is equipped with surveillance cameras and an attendant on duty normally between the hours of 7:00 a.m. to 11:00 p.m. on regular work days. MSU Police will provide routine patrol. The garage closes at 11:30 p.m.; cars remaining after that time will be subject to ticketing and/or towing. During special events, hours of operation will change as service dictates.

### **3.8.3 Handicapped Parking**

Handicapped parking spaces are available for a fee to persons possessing a State of Maryland Handicapped Motor Vehicle Registration and a valid University parking permit.

### **3.8.4 Penalties**

Fines and penalties for violation of registration, parking, and traffic violations are in the form of ticketing or towing. Morgan State University is part of the Maryland Flagging System. Unpaid bills will result in vehicle registration being withheld. For additional information, please refer to the University Parking and Traffic Regulations (available at Police Base Station).

## **3.9 Identification Cards**

All Morgan State University employees must have a valid University ID card, the *Bear Necessity Card*, on their person when conducting business as a University employee. Identification cards are issued after the Office of Human Resources provides the new hire with a completed Employee Identification Form. The employee should take the form, along with a valid photo identification (*Drivers License, State ID, Military ID, or Passport*) to the Bear Necessity Card Office located in the Montebello Complex, Room D128 to obtain the official Bear Card. The initial card is free; however, lost or abused cards will be replaced for a fee of \$25.00. Cards that malfunction for no apparent reason will be replaced at no charge. For additional information, please call the Bear Necessity Card Office at 443-885-4080.

## **3.10 Emergency Procedures**

Emergency circumstances may arise in which campus activities may be postponed, when the safety and general welfare of students, faculty and staff may be adversely affected (i.e., power outages, weather, etc.). During each occurrence, the University will advise faculty, staff and students of the services to be postponed, the persons who will be affected, and the period of delay through the following means of communication:

- WEA-FM 88.9 (University radio station) 410.319. 8888
- MSU Operator Code-A-Phone, 443.885. 3564/3807
- A variety of other radio and television stations including
- WBAL and WCAO (AM/FM) , WFBR, WWIN and WEBB.
- Text Messaging

If you are unable to obtain information through the above, you may contact the University Police Department at 443. 885.3100.



### 3.11 Campus Security Policy

Copies of the most current *Disclosure of Campus Security Policy* and *Campus Crime Statistics Act* document are available from Police Headquarters, Washington Service Center, Room 300. This document provides a comprehensive introduction to the mission, organization and staffing of the Department of Police and Public Safety and contains the most recent statistical data regarding crime on the campus.

### 3.12 Dining Facilities & Catering

**A.** The University's Residential Dining Program is located in the Howard P. Rawlings Residence Hall. While this dining hall primarily serves residential and commuting students, faculty and staff are encouraged to purchase meals at reasonable prices. "All-you-care-to eat" menu options include Origins (*daily featured hot entrée*), Sandwich Central (*self-serve sandwiches*), Fresh Grille (*contemporary grill favorites*), Garden Emporium (*expanded salad bar*), Stir-Fry Selections, Double Treat Bakery and Center of Refreshment (*carbonated and non-carbonated beverages and juices*), as well as *vegetarian and healthy choices*. The Dining Hall is open Monday through Friday for breakfast, lunch and dinner & brunch and dinner on Saturday and Sunday.

**B. University Food Court**

*Located in the University Student Center, this popular food court features Morgan's Fast Track (chicken & fries), Baja Flats (daily specials), Mama Leone's (pizza & pasta), Outtakes ("grab-n-go" salads, fruit parfaits), Wheat Street Deli (sandwich), Au Bon Pain (soup), vegetarian offerings are available and of course Starbucks Coffee. Breakfast is served daily.*

**C. The Helen Roberts Faculty ~ Staff Dining Room**

The Helen Roberts Dining Room is located on the 4th floor or *rooftop* of Spencer Hall. The best access route is the elevator from the first or ground floor of Spencer Hall to the fourth floor and is open Monday through Friday. This venue is reserved for faculty, staff and their (non-student) guests. Reservations are recommended for large groups. Visa and MasterCard as well as the official Bear Necessity Card when used as a debit card.

**D. Other Retail Operations**

*The Kiosk*, located in Montebello Complex, is the perfect "pit stop" as you move across campus. For the morning rush, enjoy a delicious cup of Starbucks Coffee and a bagel. For a quick but nutritious lunch, enjoy a freshly-made sandwich or salad or a steaming cup of Au Bon Pain Soup. A variety of pastries, candies, chips, fruit, and other healthy snacks are available. For your convenience, "mini" pharmacy products are sold -- from aspirin and cold medicines to batteries and other toiletries.

**E. Subway** -- is located on the first level of the McKeldin Center. In addition to the traditional *Subway* sandwich fare, a nutritious breakfast menu is available Monday through Friday, with freshly brewed coffee, hash browns and omelets made to order.

**F. Catering**

The University, through an outside contractor, offers catering services for University-related functions and private events at competitive prices. All catering functions are coordinated through the University Events Office, located in University Student Center,

443-885-3902. For more information on University dining services, please contact the Office of Business and Auxiliary Services, 443-885-3065.

### 3.13 University Print Shop

The University Print Shop, located in the Montebello complex, endeavors to provide quality duplicating services at an economical cost and a fast turnaround time.

**Services:**

**A.** Digital black/white and color printing; Xerographic copying; binding—tape, spiral, sure, coil, unbind and fastback; desk top publishing; finishing—collating, folding, cutting, laminating, shrink wrapping, inc.

**B.** The Print Shop provides “**While U Wait**” service (1 - 10 copies, no more than 4 originals) or “**Quick Copy Service**” (3 hour turn-around for 1- 500 copies of one original or up to 20 copies of 3 - 20 originals collated and stapled).

**Charges:** Charges will be assessed to each user’s account. Each user must encumber funds from his/her departmental budget for duplicating services. *Form SRF #2 - Request for Encumbrance* - must be processed for approval through the University’s Comptroller’s Office before printing services can be provided.

**Copyright Clearance:** All copyrighted material must fall within the permissible guidelines of the copyright law or have written permission from the author. *It is the obligation of the requestor to obtain and submit clearance permission with the printing request.*

**Additional Information:** Please stop by the Print Shop and pick up a pamphlet which explains important information and guidelines for use of their services in more detail.

# SECTION 4.0

# APPENDICES

**UNIVERSITY COUNCIL CONSTITUTION AND BYLAWS  
PREAMBLE**

The evolving demands of university status warrant a participatory system of governance which creates for each member of the Morgan State University community an opportunity for involvement, communication, and accountability. This Constitution/By-Laws establishes the Morgan State University Council as a campus wide governance structure involving the administration, faculty, professional administrative staff, classified employees, and student body in the ongoing operation of the University. This Constitution/By-Laws assumes that the University community is willing and has the opportunity to engage in shared work and shared responsibility. The functioning of the University Council shall not supersede either the statutory authority of the Board of Regents as the University's governing body or the President as the University's chief executive officer and administrator.

**ARTICLE 1**

**JURISDICTION AND FUNCTIONS OF THE UNIVERSITY COUNCIL**

There is hereby created a Morgan State University Council, which shall be responsible for reviewing proposed policies and advising the President concerning those policies of University-wide impact. The University Council shall review such matters as are submitted by the resident for its consideration and advice. The University Council may also, on its own initiative, make recommendations to the President for the President's and the Board of Regent's consideration with respect to any matter of University-wide significance and impact.

**ARTICLE 2**

**COMPOSITION OF THE UNIVERSITY COUNCIL**

**Section 1: Composition Generally.**

The University Council shall consist of forty four members, fourteen of whom shall be non-voting members and thirty of whom shall be voting members. The members shall be selected in accordance with the criteria specified in the succeeding sections of this Article.

**Section 2:**

**Non-Voting Members.** The following persons shall serve ex officio as non-voting members of the University Council:

- (a) The President of the University;
- (b) The Vice President for Academic Affairs;
- (c) The Vice President for Institutional Advancement;
- (d) The Vice President for Finance and Management;
- (e) The Vice President for Planning;
- (f) The Vice President for Student Affairs;
- (g) The Dean of the College of Liberal Arts;
- (h) The Dean of the School of Computer, Mathematical and Natural Sciences;
- (i) The Dean of the School of Business and Management;
- (j) The Dean of the School of Education and Urban Studies;
- (k) The Dean of the School of Engineering;
- (l) The Dean of the School of Graduate Studies;
- (m) The Director of Continuing Education;

- (n) The Director of Library Services;
- (o) The Director of the Institute of Architecture and Planning; and
- (p) The Director of the Institute of Transportation.

**Section 3: Voting Members.** The following persons shall serve as voting members of the University Council:

- (a) Twenty faculty members, four of whom shall come from each of the University's five instructional units (the College of Liberal Arts, the School of Business and Management, the School of Education and Urban Studies, the School of Engineering (including the Institute of Transportation and the Institute of Architecture and Planning), and the School of Computer, Mathematical and Natural Sciences) in accordance with Article 3. At least one of the representatives from each of the five instructional units shall be involved in the Graduate School program.
- (b) Five members of the University's Professional Administrative Staff in accordance with Article 3;
- (c) Two members of the University's classified employees in accordance with Article 3; and
- (d) Three students in accordance with Article 3.

## **ARTICLE 3**

### **QUALIFICATIONS AND SELECTION OF UNIVERSITY COUNCIL MEMBERS**

#### **Section 1: Faculty Members.**

All full-time faculty members holding either instructional appointments (Instructor, Assistant Professor, Associate Professor, or Professor) or non-instructional appointments (Research Assistant, Assistant Researcher, Associate Researcher, or Senior Researcher) are eligible both to serve as members of the University Council and to participate in the election of faculty members of the University Council. In the Spring semester of each even-numbered calendar year, the eligible faculty of each of the University's five instructional units shall elect from among its members two persons to serve as members of the University Council, and each person elected shall serve for a term of two years commencing July 1 of the year in which the election is held and ending June 30 of the next-succeeding even-numbered year. In the Spring semester of each odd-numbered year, eligible faculty of each of the five instructional units shall elect from among its number two persons to serve as members of the University Council, and each person elected shall serve for a term of two years, commencing July 1 of the year in which the election is held and ending June 30 of the next-succeeding odd-numbered year. Notwithstanding the election schedule provided above, the following election schedule shall be implemented to allow the odd/even year rotation to be phased in and fully implemented, effective July 1993: In the Spring of 1993, the eligible faculty of the College of Liberal Arts, the School of Business and Management, the School of Computer, Mathematical and Natural Sciences, the School of Education and Urban Affairs, and the School of Engineering shall elect from among its members, four persons to serve as members of the University Council. Two of the persons elected from each instructional unit shall serve for a term of two years commencing on July 1, 1992, and ending June 30, 1993. By lot, two of the four persons elected in each school during the Spring semester 1992, shall be designated to serve one year terms. Thereafter, all representatives from each instructional unit will be elected in the even-year and two in the odd-year.

**Section 2:**

**Professional Administrative Staff Members.** All full-time University employees who are members in good standing of the Professional Administrative Staff are eligible both to serve as members of the University Council and to participate in the election of Professional Administrative Staff members of the University Council. In the first Spring semester following the adoption of this Constitution/By-Laws, eligible members of the Professional Administrative Staff shall elect from their number five persons to serve as members of the University Council for terms commencing July 1 of the year in which the election is held. By lot, two of the five persons elected shall be designated to serve one-year terms. With the exception of those two persons, all terms shall be for two years. Three persons shall thereafter be elected for terms commencing in even-numbered years and two persons shall thereafter be elected in terms commencing in odd-numbered years.

**Section 3:**

**Classified Employees.** All full-time University employees who are employed in classified positions are eligible both to serve as members of the University Council and to participate in the election of members of the University Council. In the first Spring semester following the adoption of this Constitution/By-Laws, eligible members of the classified employees shall elect from their number two persons to serve as members of the University Council for terms commencing July 1 of the year in which the election is held. By lot, one of the two persons elected shall be designated to serve a one-year term. With the exception of the person, all terms shall be for two years, with one person thereafter elected each year.

**Section 4:**

**Student Members.** All full-time and part-time students at the University who are in good standing are eligible to participate in the election of student members of the University Council. Three students shall serve as members of the University Council. One shall be the President of the Student Government Association, who shall serve as a member of the University Council for as long as he or she holds the office of President. The other two shall be elected during the Spring semester of each academic year for terms commencing July 1 following election. One elected student shall be a full-time undergraduate student who has accrued a minimum grade point average of 2.60, completed at least fifty-six credit hours of academic work at the University, and been enrolled at the University for at least two consecutive semesters. The other elected student shall be a graduate student enrolled in a degree-granting graduate program at the University. The term of each elected member shall be for one year commencing July 1 of the year in which the election is held and ending June 30 of the next year.

**Section 5:**

**Consecutive Terms.** An ex officio member of the University Council shall serve as a member as long as he or she holds the office by virtue of which such person qualifies for membership on the University Council. Other than an ex officio member, no person shall serve more than two consecutive terms as an elected member of the University Council. A person who is not a member of the University Council for the equivalent of one full term is thereafter eligible for election to as many as two consecutive elected terms, regardless of the cumulative number of terms previously served. For purposes of this section, a member who by lot or otherwise is elected to an initial term of less than two years shall be deemed to have served a full term at the expiration of the initial term.

**Section 6:**

**Vacancies.** Whenever a vacancy occurs because of a voting member's resignation, removal, disqualification, or death, the Chairperson of the University Council shall appoint a qualified substitute member to serve the unexpired portion of the term. The substitute member shall satisfy

any eligibility criteria that the predecessor satisfied. A member of the University Council may be removed for cause, provided that (i) the cause is specified in writing and given to all members of the University Council not less than fourteen days prior to a regularly scheduled meeting of the University Council, and (ii) not less than two-thirds of the members present at such meeting vote to remove the member.

## **ARTICLE 4**

### **OFFICERS OF THE UNIVERSITY COUNCIL**

#### **Section 1: Election of School Representatives:**

Schools shall hold their elections in March of each year to insure that their elected representatives be presented to the University Council during the month of April in order for the new representatives to become members of the Council at its last meeting in June.

#### **Section 1A:**

**Election of Officers.** At its last meeting before June 30 of each year, the University Council shall elect from among its members three officers: a Chairperson, Vice Chairperson, and Secretary. Each new officer shall serve until June 30 of the year following election. Only voting members of the University Council are eligible to serve as officers. All officers are eligible for reelection.

#### **Section 2:**

**Chairperson.** The Chairperson shall preside at meetings of the University Council; appoint, after consultation with members, the chairpersons and members of standing and special committees and serve as an ex officio member of all such committees; appoint substitute members to fill unexpired terms; fix the time and place for meetings of the University Council; and make any procedural or parliamentary rulings necessary for the efficient conduct of business. The Chairperson may, at his or her discretion, appoint a member to serve as Parliamentarian for the purpose of providing advice on the construction or application of parliamentary rules of order. The Parliamentarian shall serve in that capacity at the pleasure of the Chairperson.

#### **Section 3:**

**Vice Chairperson.** The Vice Chairperson shall preside at meetings of the University Council in the absence of the Chairperson; and perform any other functions or duties assigned by the Chairperson.

#### **Section 4:**

**Secretary.** The Secretary shall assume responsibility for the recording and transcription of minutes within seven (7) days of each meeting of the University Council and the distribution of minutes to members; prepare the notice and agenda for each meeting of the University Council; act as custodian of all papers and files of the University Council and its standing and special committees; and prepare the Annual Report of the University Council, which shall be submitted to the President of the University and the Board of Regents after the last regular meeting of the University Council each academic year.

## **ARTICLE 5**

### **MEETINGS OF THE UNIVERSITY COUNCIL**

**Section 1: Regular Meetings.** The University Council shall meet in regular session at least four times annually at such time and place as shall be determined by the Chairperson. As soon as

practicable after each election, the Chairperson shall cause to be published in the official University communications medium a notice of the time and place of regular University Council meetings for the upcoming academic year. At least one regular meeting shall be scheduled for each calendar quarter.

**Section 2: Special Meetings.** The Chairperson may call a special meeting as required at such time and place as shall be determined by the Chairperson. The Chairperson shall be responsible for informing the members of the University Council in the notice of the special meeting of the subject matter of the special meeting. A special meeting shall also be convened if two-thirds of the voting members of the University Council request by written notice to the Chairperson that a special meeting be held. The written notice to the Chairperson shall specify the subject matter of the special meeting. The Chairperson shall schedule a special meeting as promptly as possible upon at least three days' written notice to each member.

**Section 3: Notice.** The Secretary shall give written notice to each member of the University Council at least fourteen days in advance of the regular meetings and at least three days in advance of special meetings. The notice shall specify the time and place of the meeting, the nature of the meeting (regular or special), the agenda, and, for special meetings, the subject matter of the special meeting.

**Section 4: Quorum.** A majority of the voting members constitutes a quorum for the conduct of business. Voting by proxy or assignment shall not be permitted.

**Section 5: Conduct of Business.** The University Council, when meeting in regular or special session, shall conduct its deliberations in open session; except that, to the extent required or permitted by law, the University Council may meet in closed session. If any person who is not a member of the University Council wishes to address the Council at a regular or special meeting, such person must request and receive the Chairperson's permission at least forty-eight hours prior to the commencement of the meeting. The Chairperson may attach conditions or limitations to such permission. To the extent feasible, the conduct of meetings shall be governed by Robert's Rules of Order. Voting shall be by voice, unless a member requests a recorded vote. A recorded vote shall be by show of hands, and the minutes shall reflect the final tally and the votes of the individual members. Unless otherwise specified in this Constitution/By-Laws, all votes shall be decided by a simple majority of the voting members present and casting votes.

## ARTICLE 6

### COMMITTEES OF THE UNIVERSITY COUNCIL

#### Section 1:

**Committees in General.** There shall be three categories of committees of the University Council: executive, standing, and special. Only members of the University Council are eligible to serve on committees except as specifically noted herein. The Chairperson of the University Council, after consultation with the members of the University Council, shall appoint chairpersons and members of standing and special committees, and shall endeavor (subject to the limitations imposed in succeeding sections of this Article) to appoint to each committee at least one ex officio member, one faculty member, one Professional Administrative Staff member, one classified employee, and one student member. Only faculty members and Professional Administrative Staff members are eligible to serve as chairpersons of standing or special committees. One member shall not serve simultaneously as chairperson of



more than one committee.

**Section 2: Executive Committee.** The Executive Committee shall be composed of the three elected officers of the University Council (the Chairperson, Vice Chairperson, and Secretary) and the chairpersons of the standing committees. The President of the University shall serve as ex officio non-voting member. The Chairperson of the University Council shall serve as chairperson of the Executive Committee. The Executive Committee shall meet as required when the University Council is not in session and shall act for the University Council on urgent or pressing matters that cannot await consideration by the University Council in regular or special session. The Executive Committee shall determine the agenda of the regular meetings; assign matters to standing committees; make recommendations with respect to proposed amendments to this Constitutions/By-Laws; and advise the President of the University on matters that do not come within the purview of one of the standing or special committees.

**Section 3: Standing Committees.** The standing committees of the University Council shall be:

- (a) The Academic and Student Affairs Committee;
- (b) The Budget and Finance Committee;
- (c) The Physical Plant Committee;
- (d) The Athletic Committee; and
- (e) The University Professional Welfare Committee.

The chairperson of each standing committee shall be responsible for scheduling meetings; providing notice to committee members of meeting times, dates, locations, and agendas; preparing and preserving minutes of committee meetings; presiding at committee meetings; and preparing and presenting reports to the University Council on the activities, conclusions, and recommendations of the committee. Committees shall endeavor to meet at least once prior to each meeting of the University Council.

**Section 4: Academic and Student Affairs Committee.** The Academic and Student Affairs Committee shall consider matters relating to undergraduate and graduate academic instruction at the University. The Committee shall make appropriate recommendations on academic course offerings; accreditation and certification of degree programs; policies concerning employment, promotion, and tenure of faculty; policies concerning recruitment and retention of students; policies concerning adequacy and utilization of library and instructional media resources; official University publications such as the University Catalog, the University Calendar, and the Faculty Handbook; and policies concerning non-academic matters related to student welfare. The committee shall not review, become involved in, or make recommendations concerning the employment, promotion, tenure, or grievances of particular University employees or the academic standing or discipline of particular University students. The Vice President for Academic Affairs and the Vice President for Student Affairs shall serve as ex officio, non-voting members of the committee.

**Section 5: Budget and Finance Committee.** The Budget and Finance Committee shall consider matters relating to the business and financial policies and practices of the University and the formulation of the University's operating and capital budgets. The Vice President for Finance and Management shall serve as an ex officio, non-voting member of the Committee.

**Section 6: Physical Plant Committee.** The Physical Plant Committee shall consider matters relating to

the property management policies of the University.

**Section 7: Athletic Committee.** The Athletic Committee shall consider matters relating to the operation of the University's intercollegiate and intramural athletic programs. Faculty representatives to the National Collegiate Athletic Association (NCAA) will be ex-officio members of the Athletic Committee.

**Section 8: University Professional Welfare Committee.** Membership on the University Professional Welfare Committee shall be limited to senior-level faculty, Professional Administrative Staff, and *classified employees*. *The committee shall develop and administer standards and procedures for the mediation and adjudication of grievances by members the University community. Standards and procedures developed by the committee shall be reviewed by the Office of the Attorney General and approved by the University Council, the President of the University, and the Board of Regents prior to implementation.*

**Section 9: Special Committees.** The Chairperson of the University Council may appoint special committees to consider matters of a temporary, special, or unusual nature not coming within the purview of a standing committee. The chairperson of a special committee shall have the same responsibilities as those of the chairperson of a standing committee as set forth in Section 3 of this Article.

#### **ARTICLE 7**

#### **ADOPTION AND AMENDMENT**

**Section 1: Adoption.** This Constitution/By-Laws shall become effective upon approval by the Board of Regents and shall remain in effect until disapproved by the Board of Regents.

**Section 2: Amendment.** This Constitution/By-laws may be amended in whole or in part by a two-thirds majority of all voting members of the University Council at any meeting of the University Council; provided, however, that (a) the text of the proposed amendment shall be sent in written form to all members of the University Council no less than thirty days prior to such meeting, and (b) the proposed amendment is approved by the President and the Board of Regents before taking effect.

University Council Constitution/By-Laws

BOR approved on November 19, 1987, Volume 80 – 7

BOR Amendment approved on May 17, 1990, Volume 80 - 9

BOR Amendment approved on May 13, 1992, Volume 90 – 1

BOR Amendment approved on March 15, 1995, Volume 90 – 4

BOR Amendment approved on May 11, 1999, Volume 90 - 8

**Approved by Board of Regents on May 11, 1999**

**Policies and  
Procedures  
On  
Appointment,  
Promotion,  
And Tenure**

**Approved by the Board of Regents on April 13, 2004**

**THIS DOCUMENT SUPERSEDES ANY PREVIOUSLY PUBLISHED POLICY ON APPOINTMENT, PROMOTION AND TENURE AT MORGAN STATE UNIVERSITY. THE PROVISIONS OF THIS PUBLICATION SHALL NOT BE REGARDED AS A CONTRACT BETWEEN THE UNIVERSITY AND THE READER OR FACULTY MEMBER.**

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**POLICIES AND PROCEDURES ON APPOINTMENT,  
PROMOTION AND TENURE**

**I. PREAMBLE**

In accordance with its mission, Morgan State University is committed to excellence in teaching, research and service, and believes that the faculty is the single most important element in achieving that end. The University seeks, therefore, to assemble and maintain a community of outstanding faculty through the promulgation of a policy for their appointment, promotion and tenure.

In establishing this *Appointment, Promotion and Tenure Policy ("APT Policy")*, the University reaffirms its commitment to academic freedom along with faculty responsibility to perform their duties consistent with University policies and procedures. Decisions regarding appointment, promotion and tenure shall also consider important institutional factors, including but not limited to: the University mission, program enrollment and interest, the direction of the respective college and/or schools as well as the goals and objectives of academic departments.

Morgan State University is Maryland's public urban university and has a threefold mission of instruction, research and service. In order to fulfill that mission, candidates for appointment and applicants for promotion and tenure at the University must possess credentials which demonstrate a balance of instruction, research and service. The University regards effective teaching and student advising as particularly important in meeting its urban mission.

**SELECTION AND APPOINTMENT OF FACULTY**

A. Departmental Level

1. When a faculty position becomes available, the Department Chair shall develop, in consultation with the Dean, the specifications for the position to be filled, including but not limited to: the discipline/area of specialization, academic degree level, teaching experience, departmental needs, and research interest.
2. The Department Chair shall establish a Departmental Search Committee of three to five (3-5) faculty members who are equivalent in rank to the rank of the position to be filled. The Departmental Search Committee may include faculty members from a related field (from the University or other institutions of higher education) when there is an insufficient number of eligible faculty in the department. Faculty selected from the related field must be equivalent to or senior in rank to the rank of the position to be filled. The Department Chair shall either serve as or appoint the chair of the Departmental Search Committee. In instances where the Department Chair is not available, the Dean shall appoint the Chair of the Departmental Search Committee.
3. The Department Chair shall advise the Departmental Search Committee of the appropriate specifications for the position, the time frame for the search and other essential information. After proper advertisement of the position, both externally and internally, the Departmental Search Committee shall review all applications and determine those to be interviewed by departmental faculty and other appropriate personnel based on the specifications developed for the position. No interview shall be held until all documentary evidence is received from the candidate, including curriculum vitae, official transcripts, letters of recommendation and other published requirements.
4. After interviewing the candidates, the Departmental Search Committee shall recommend a maximum of three (3) qualified candidates to the Department Chair who shall, in turn, forward the Departmental Search Committee's recommendations along with the supporting documentation of the candidates to the Dean. In instances where the Department Chair is also the Chair of the Departmental Search Committee, the recommendation of the Departmental Search Committee shall be made to the Dean. The Department Chair shall also forward to the Dean the Department Chair's recommendation (independent of the Departmental Search Committee's recommendation) whether or not the Chair serves as chair of the Departmental Search Committee.

B. School Level

The Dean shall review the recommendation of the Departmental Search Committee and the Department Chair. The Departmental Search Committee's recommendation and the recommendation of the Departmental Chair are advisory. The Dean may request the applications of every person who applied for the position. The Dean shall forward a recommendation to the Vice President for Academic Affairs (VPAA). The Dean's recommendation shall include the vitae for every candidate who applied, the Dean's recommendation for the order of preference of each candidate, the recommendation of the Department Chair, and the recommendation of the Departmental Search Committee. The Dean shall verify the credentials listed on the nominee's vitae and shall insure that all documents requested in published advertisements for the position are submitted with the Dean's recommendation to the VPAA.

C. Vice President for Academic Affairs

The VPAA shall verify that a candidate is minimally qualified for appointment at the University and that all required documentation concerning a candidate's academic status is on file at the University. The VPAA shall submit a recommendation and may provide rationale for each candidate to the President.

D. President Review and Final Decision<sup>1</sup>

1. Appointment - The President shall consider the recommendation of the VPAA. The President shall make a final decision regarding the appointment and shall notify the appointee in writing. All appointments shall be subject to the final approval of the President. Any attempts by any person other than the President (or designee) to effectuate an appointment shall be void.
2. Employment Contract - An appointment to a faculty rank shall have no effect until such time as a fully-executed employment contract is executed by the President (or the President's designee) and the appointee. Prior to the existence of a fully- executed employment contract between the parties, no employment relationship exists between the parties, and the appointee shall neither perform any services for the University nor have a reasonable expectation of compensation for any services that the appointee may render. Any attempts by any person other than the President (or designee) to effectuate an appointment shall be void.

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<sup>1</sup>In the event that the Applicant files an appeal under Section V of this *APT Policy*, the "final decision" may also be referred to as the "original decision".



**FACULTY RANKS, MINIMUM QUALIFICATIONS AND DURATION OF APPOINTMENTS**

A. **TENURE-TRACK FACULTY RANKS** - There shall be three tenure-track faculty ranks: Assistant Professor, Associate Professor, and Professor. The minimum qualifications for appointment, promotion and tenure and the duration of appointments are set forth below:

**1. Assistant Professors**

A. **Minimum Qualifications** - The candidate must have earned the terminal degree from an accredited institution in the discipline or closely related discipline in which the candidate teaches and must show evidence of or demonstrate potential for achieving excellence in instruction (which includes student advising), research and service.

B. **Duration of Appointment**

(1) **Initial 3-Year Term and First-Year Probation**

(a) **Initial Term** - An Assistant Professor shall be appointed for an initial term of three (3) academic years.

(b) **Probationary Year** - The first year of the initial 3-year term shall be a probationary year. The appointment may be terminated upon written notice by June 30 immediately following the end of the Assistant Professor's first academic year.

(c) **Review Process and Decision to Renew the Assistant Professor's Contract for a Second 3-Year Term.**

i) **Review Period** - The Departmental Review Committee shall review the Appointee's credentials and, using forms approved by the VPAA, submit a written recommendation to the Department Chair regarding the renewal of the Assistant Professor for a second 3-year term.

ii) **Department Chair's Recommendation** - The Department Chair shall review the Departmental Review Committee's recommendation, develop a recommendation regarding the renewal of the Assistant Professor for a second 3-year term, and forward both the Department Chair's recommendation and the Departmental Review

Committee's recommendation to the Dean.

- iii) Dean's Recommendation - The Dean shall review the documents forwarded by the Department Chair, develop a recommendation regarding the renewal of the Assistant Professor for a second 3-year term, and forward to the VPAA the Dean's recommendation and the documents submitted to the Dean by the Department Chair.
- iv) VPAA's Recommendation - The VPAA shall submit to the President a recommendation regarding the renewal of the Assistant Professor for a second 3-year term.
- iv) VPAA's Recommendation - The VPAA shall submit to the President a recommendation regarding the renewal of the Assistant Professor for a second 3-year term.
- v) President's Final Decision to Terminate or Renew the Contract at the End of the First 3-Year Term - The President shall make a final decision regarding the renewal (for a second 3-year term) or termination of an Assistant Professor's first 3-year contract.
  - a) Decision to Terminate at the End of the First 3-Year Term - An Assistant Professor who serves through the probationary year but who will not be continued beyond the initial 3-year contract shall be notified by the President in writing by the end of the second academic year of the first 3-year term.
  - b) Renewal - An Assistant Professor who will be renewed for a second 3-year term shall be notified by the President in writing by the end of the second academic year of the first 3-year term of the decision to renew but the failure to timely notify of renewal shall not provide a right to renewal.

- (a) Review Process - See IV.A. of this *APT Policy*.
- (b) Application for Promotion and/or Tenure During Initial 3-year Term - An Assistant Professor wishing to be reviewed for promotion and/or tenure during the initial 3-year term shall submit an *Application for Promotion and/or Tenure (Application)* no later than the third Monday in September of the second year of employment at the University.
- (c) Application for Promotion and/or Tenure During Second 3-year Term.
  - i) When an Assistant Professor's appointment is renewed for a second 3-year term, an application for promotion and/or tenure shall be filed no later than the third Monday in September of the second year of the second 3- year term (5<sup>th</sup> year of employment at the University).
  - ii) When an Assistant Professor fails to submit a timely *Application*, the Assistant Professor shall not be entitled to be considered for promotion and/or tenure and employment shall end at the end of the second 3-year contract term with no further notice.
  - iii) Final Decision by President to Tenure or Terminate - An Assistant Professor shall be notified, in writing, by the second year of the second 3-year term (5<sup>th</sup> year of employment at the University as an Assistant Professor) of the President's Decision on the Applicant's *Application* for tenure but the failure to timely Notify shall not provide a right to continued Employment.

**2. Associate Professor**

- A. Minimum Qualifications - The candidate must have earned the terminal degree from an accredited institution in the discipline in which the candidate teaches or in a closely-related discipline. In addition, the candidate must have demonstrated substantial professional achievement, as evidenced by an appropriate combination of outstanding instruction, research, and service.

- B. Term of Appointment - An Associate Professor shall be appointed for a term of three (3) years.
- C. Application for Promotion and/or Tenure - An Associate Professor wishing to be reviewed for promotion and/or tenure shall submit an *Application* no later than the third Monday in September of the second academic year of the 3-year appointment. An Associate Professor who fails to submit a timely *Application* shall not be entitled to be considered for promotion and/or tenure and employment shall end at the end of the 3-year contract term.
- D. Review Procedure - See IV.A of this *APT Policy*.
- E. Official Notice of Final Decision to Grant Tenure or to Terminate the Employment Contract - The Associate Professor shall be notified by the President in writing by the end of the second academic year of the President's decision on the Applicant's *Application* for tenure but the failure to timely notify shall not provide a right to continued employment.

**3. Professors**

- A. Minimum Qualifications - In addition to having the qualifications of an Associate Professor, the candidate must have attained recognition as an outstanding scholar and instructor.
- B. Term of Appointment - The appointment to the rank of Professor shall be for a term of three (3) years.
- C. Application for Tenure - Professors wishing to be reviewed for tenure shall submit an *Application* no later than the third Monday in September of the second academic year of their 3-year appointment. A Professor who fails to submit a timely *Application* shall not be entitled to be considered for tenure.
- D. Official Notice of Final Decision to Grant Tenure or to Terminate the Employment Contract - The Professor shall be notified by the President in writing by the end of the second academic year of the President's decision on the Applicant's *Application* for tenure but the failure to timely notify shall not provide a right to continued employment.

**4. Extensions of Time to Meet Tenure Requirements**

Within the President's sole discretion, a tenure-track faculty member who has applied for promotion and/or tenure may be granted additional time (hereinafter referred to as an "Extension Period") to satisfy the criteria for promotion and/or tenure. However, the granting of an "Extension Period" shall only be made in

writing by the President. In instances where a faculty member has not been granted an Extension Period by the President, the faculty member shall have no expectation of continued employment and may be terminated without notice. If within the President's sole discretion, the President determines that the faculty member who has been provided an Extension Period, has not met the requirements for promotion and/or tenure upon the expiration of the Extension Period; the applicant's employment at the University shall be automatically terminated without notice at the end of the Extension Period. The granting of an Extension Period shall not entitle the faculty member to another review pursuant to section IV.A. of this *APT Policy*.

- B. NONTENURE-TRACK FACULTY RANKS** - The following list sets forth the University's nontenure-track faculty ranks; such positions are temporary in nature and persons having such positions shall have no expectation of continuing employment beyond the term of the written employment contract and are not eligible for promotion and/or tenure.

**1. Faculty with Duties Primarily in Research or Scholarship**

All appointments in the following titles are renewable. Appointments with these faculty titles do not carry tenure.

**A. Faculty Research Assistant**

The appointee shall be capable of assisting in research under the direction of the head of a research project and shall have ability and training adequate to the carrying out of the particular techniques required, the assembling of data, and the use and care of any specialized apparatus. A baccalaureate degree shall be the minimum requirement.

**B. Research Associate**

The appointee shall be trained in research procedures, shall be capable of carrying out individual research or collaborating in group research at the advanced level, and shall have had the experience and specialized training necessary for success in such research projects as may be undertaken. An earned doctorate shall normally be a minimum requirement.

**C. Research Assistant Professor; Assistant Research Scientist; Assistant Research Scholar; Assistant Research Engineer.**

These ranks are generally parallel to Assistant Professor. In addition to the qualifications of a Research Associate, appointees to these ranks shall have demonstrated superior research ability. Appointees should be qualified and competent to direct the work of others (such as technicians, graduate students, other senior research personnel). The doctoral degree

will be a normal requirement for appointment at these ranks. Appointment to these ranks may be made for a period of up to three years.

**D. Research Associate Professor; Associate Research Scientist; Associate Research Scholar; Associate Research Engineer.**

These ranks are generally parallel to Associate Professor. In addition to the qualifications required of the assistant ranks, appointees to these ranks should have extensive successful experience in scholarly or creative endeavors, and the ability to propose, develop, and manage major research projects. Appointment to these ranks may be made for a period of up to three years.

**E. Research Professor; Senior Research Scientist; Senior Research Scholar; Senior Research Engineer.**

These ranks are generally parallel to Professor. In addition to the qualifications required of the associate ranks, appointees to these ranks should have demonstrated a degree of proficiency sufficient to establish an excellent reputation among regional and national colleagues. Appointees should provide tangible evidence of sound scholarly production in research, publications, professional achievements or other distinguished and creative activity. Appointment to these ranks may be made for a period of up to five years.

**F. Assistant Artist-in-Residence; Associate Artist-in Residence; Senior Artist-in-Residence.**

These titles, parallel to Assistant Professor, Associate Professor, and Professor, respectively, are intended for those persons whose professional activities are of a creative or performance nature, including but not limited to theatre, dance, music, and art. In each case, the qualifications shall reflect demonstrated superior proficiency and excellence and progressively higher national and international reputation, as appropriate to the ranks involved. Appointment to the rank of Senior Artist-in-Residence may be made for a period of up to five years, appointment to the ranks of Assistant Artist-in-Residence and Associate Artist-in-Residence may be made for a period of up to three years.

**2. Instructor**

- A. Minimum Qualifications** - The candidate must hold at least the master's degree from an accredited institution in the discipline in which the candidate teaches or in a discipline closely related to the discipline in which the candidate teaches.

- B. Duration of Appointment** - Appointments to the rank of Instructor and all part-time appointments shall be for a term not to exceed the fiscal year during which the appointment becomes effective and shall terminate automatically without notice at the end of the fiscal year.
- C. Employment Contract** - An appointment to the rank of Instructor shall have no effect until such time as a fully executed employment contract is executed by the President (or the President's designee) and the appointee. Prior to the existence of a fully executed employment contract between the parties, no employment relationship exists between the parties, and the appointee shall neither perform any services for the University nor have a reasonable expectation of compensation for any services that the appointee may render. Any attempts by any person other than the President (or designee) to effectuate an appointment shall be void.

**3. Lecturer**

- A. Minimum Qualifications** - The qualifications for appointment to the non-tenure-track rank of Lecturer shall vary according to the nature of the instruction provided. The advertisements for the position shall set forth the minimum qualifications for the position and the salary established shall be commensurate with the candidate's experience and qualifications.
- B. Duration of Appointment** - Appointments to the rank of Lecturer shall be for a term not to exceed the fiscal year when the appointment becomes effective and terminates without notice automatically at the end of the fiscal year including but not limited to theatre, dance, music, and art. In each case, the qualifications shall reflect demonstrated superior proficiency and excellence and progressively higher national and international reputation, as appropriate to the ranks involved. Appointment to the rank of Senior Artist-in-Residence may be made for a period of up to five years, appointment to the ranks of Assistant Artist-in-Residence and Associate Artist-in-Residence may be made for a period of up to three years.
- C. Employment Contract** - An appointment to the rank of Lecturer shall have no effect until such time as a fully executed employment contract is executed by the President (or the President's designee) and the appointee. Prior to the existence of a fully executed employment contract between the parties, no employment relationship exists between the parties, and the appointee shall neither perform any services for the University nor have a reasonable expectation of compensation for any services that the appointee may render. Any attempts by any person other than the President (or designee) to effectuate an appointment shall be void.

**C. OTHER FACULTY RANKS**

1. **Visiting** - The prefix "Visiting" before an academic title (e.g., "Visiting Professor") shall indicate a special appointment without eligibility for promotion and/tenure. An appointee given this rank is usually associated with another academic institution or other employer. The rank accorded to a "Visiting" appointee shall be granted based on the same criteria required for the University's regular and full-time appointees holding the ranks of Assistant Professor, Associate Professor and Professor. An appointment to the rank of "Visiting" Professor, Associate Professor, or Assistant Professor shall have no effect until such time as a fully executed employment contract is executed by the President (or the President's designee) and the appointee. Prior to the existence of a fully executed employment contract between the parties, no employment relationship exists between the parties, and the appointee shall neither perform any services for the University nor have a reasonable expectation of compensation for any services that the appointee may render. Any attempts by any person other than the President (or designee) to effectuate an appointment shall be void.
  
2. **Adjunct** - The prefix "Adjunct" before an academic title (e.g., "Adjunct Professor") shall indicate a special appointment without eligibility for promotion and/or tenure. Persons appointed as adjunct faculty are persons possessing outstanding skills and/or experience who have offered to provide instruction, often without monetary compensation. Where an adjunct appointee receives monetary compensation from the University, the term of the appointment shall not exceed one fiscal year at a time. The rank accorded to an "Adjunct" appointee shall be granted based on the same criteria required for the University's regular and full-time appointees holding the ranks of Assistant Professor, Associate Professor, and Professor. An appointment to the rank of "Adjunct" Professor, Associate Professor, or Assistant Professor shall have no effect until such time as a fully executed employment contract is executed by the President (or the President's designee) and the appointee. Prior to the existence of a fully executed employment contract between the parties, no employment relationship exists between the parties, and the appointee shall neither perform any services for the University nor have a reasonable expectation of compensation for any services that the appointee may render. Any attempts by any person other than the President (or designee) to effectuate an appointment shall be void.
  
3. **Honorary Faculty Titles** - There shall be two honorary faculty titles: University Distinguished Professor and Faculty Emeritus. Recipients of these titles shall be designated in writing by the President.
  - A. **University Distinguished Professor** - The title "University Distinguished Professor" shall be used in the designation of outstanding persons with careers of distinguished service characterized by scholarship and eminence on both a local and national level as adjudged by their colleagues. Recommendations for "University Distinguished Professor" shall originate with the Department Chair (with faculty input) of the candidate's department and shall be forwarded to the Dean, to the Vice President for Academic Affairs, and the President for the President's decision.
  
  - B. **Faculty Emeritus** - The status of emeritus may be granted to a retired tenured University faculty member who has provided a minimum of twenty (20) years of meritorious service to the University and shall be designated by the title of the rank held at retirement: Professor Emeritus, Associate Professor Emeritus or Assistant



Professor Emeritus. Recommendations for emeritus status shall originate with the Department Chair (with faculty input) of the candidate's department and shall be forwarded to the Dean, the Vice President for Academic Affairs, and the President for the President's decision.

#### **IV. PROMOTION AND TENURE**

Promotions and/or tenure shall require the submission of an *Application for Promotion and/or Tenure* ("Application"), the satisfaction of the criteria established in this *APT Policy* to qualify for promotion and/or tenure and an affirmative written letter from the President granting promotion and/or tenure. Neither promotion nor tenure is automatic; nor are they achieved simply as a result of service to the University over a number of years. Similarly, successive reappointments or the completion of a specified period of service shall not confer a right to tenure. A candidate must instead meet the requirements for promotion and/or tenure as set forth in this *APT Policy*. Moreover, decisions regarding appointment, promotion and tenure shall also consider important institutional factors, including but not limited to: the University mission, program enrollment and interest, the direction of the respective college and/or schools as well as the goals and objectives of academic departments.

##### **A. THE PROCEDURES TO BE FOLLOWED FOR REVIEW AND RECOMMENDATION OF PROMOTION AND TENURE**

**1. Application by the Candidate** - A tenure-track faculty member wishing to be considered for promotion and/or tenure shall submit a fully completed, official *Application for Promotion and/or Tenure*<sup>2</sup> ("Application") and accompanying dossier no later than the third Monday in September of the academic year in which the faculty member is eligible for review as set forth in Section IV of this *APT Policy*. A faculty member who fails to submit a timely *Application* in accordance with the time frames set forth in this *APT Policy* shall not be entitled to be considered for promotion and/or tenure. The Applicant for promotion and/or tenure shall be the Applicant's own advocate in the review process. The Applicant shall be responsible for the preparation, compilation, and submission of a dossier<sup>3</sup>. Along with the *Application*, the Applicant shall submit a dossier to the Department Chair. The dossier shall contain the following:

- A. An up-to-date curriculum vita,
- B. The most recent annual report,
- C. Peer and student evaluation, and
- D. Other documentation the Applicant deems relevant to the Applicant's fulfillment of the criteria for promotion and/or tenure as set forth in Section IV.B. of the *APT Policy*.

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<sup>2</sup>An official *Application* is a form generated by the Office of the Vice President for Academic Affairs and must be completed in full and submitted in a timely manner in order to constitute an application for promotion and/or tenure.

<sup>3</sup> Dossiers become the property of the University. Applicants who wish to retain a copy of their dossier should make copies of the items that are included in the dossier submitted to the Department Chair.

## **2. Departmental Reviews and Recommendations**

### **A. Departmental Promotion and/or Tenure Review Committee**

**(1) Appointment and Composition** - The Department Chair shall appoint the members of the Departmental Promotion and Tenure Committee (the "Departmental Review Committee"). The Departmental Review Committee shall consist of three to five (3-5) tenured faculty members who are senior or equivalent in rank to the rank being sought by the Applicant. In cases where the department has insufficient faculty who are senior to or equivalent in rank to the rank sought by the Applicant, faculty from a related field shall be selected to serve on the Departmental Review Committee. The Department Chair may invite departmental faculty to provide suggestions for faculty in related fields.

**(2) The Department Chair** shall transmit the Applicant's dossier to the Departmental Review Committee,

**(3) The Departmental Review Committee** shall review the dossier in accordance with the criteria for promotion and/or tenure set forth in the *APT Policy*. The Departmental Review Committee shall submit to the Department Chair, on forms developed by the VPAA, a recommendation to grant or deny the *Application* based on those criteria.

### **B. Department Chair Review and Recommendation**

**(1)** The Department Chair shall receive the recommendation of the Departmental Review Committee and shall make a written recommendation to the Dean of the college/school.

**(2)** The Department Chair's recommendation shall take into consideration the recommendation of the Departmental Review Committee and shall assess the quality of the Applicant's performance based upon the criteria set forth in this *APT Policy*.

- (3)** The Department Chair shall forward to the Dean the following:
- (a) The full dossier of each applicant for promotion and/or tenure,
  - (b) The Departmental Review Committee's recommendation to the Department Chair including the vote of each member of the Departmental Review Committee.
  - (c) A recommendation to grant or deny the *Application* based upon the criteria for reviewing applications for promotion and/or tenure to be provided on forms developed by the VPAA.

## **3. SCHOOL REVIEWS AND RECOMMENDATIONS**

### **A. School Promotion and/or Tenure Review Committee** ("School Review Committee")

**(1) Composition and Appointment of Members** - The School Review Committee shall be appointed by the Dean from a pool of ten faculty members recommended by the faculty of the school and shall consist of five to seven (5-7)

members who are equivalent or senior in rank to the rank being sought by the Applicants.

(2) The Dean shall provide the School Review Committee with:

- (a) The dossiers of Applicants that have been reviewed by the Departmental Review Committees and the Department Chairs of the departments within the school or college.
- (b) The recommendation of the Departmental Review Committee and the Department Chair for each Applicant.

(3) The School Review Committee shall evaluate the materials provided by the Dean in accordance with the criteria set forth in this *APT Policy*.

(4) On forms developed by the VPAA, the School Review Committee shall submit to the Dean its recommendation to grant or deny the *Application(s)* based upon the criteria for review of *Application(s)* as set forth in this *APT Policy*

**B. The Dean** - For each *Application*, on forms developed by the VPAA, the Dean shall forward to the VPAA a recommendation to grant or deny the *Application*. In addition, the Dean shall submit to the VPAA the recommendation of the Department Chair, the Departmental Review Committee, and the School Review Committee.

**C.. Vice President for Academic Affairs** - The VPAA shall review the recommendation(s) of the Dean and the Dean's other submissions (as set forth in 3.b above) and make a recommendation to the President. The VPAA shall promptly notify the Applicant in writing of the VPAA's recommendation as well as the recommendations of the Department Chair and the Dean. Such notice(s) shall serve as the University's only official notice to the Applicant of the recommendations associated with the *Application*. In instances of a negative recommendation, the VPAA shall advise the Applicant of the candidate's right to appeal pursuant to Section V of this *APT Policy*.

**5. President** - The President shall make the final decision on the Applicant's application for promotion and/or tenure and shall provide the Applicant with written notice of that decision.

## **B. CRITERIA FOR THE REVIEW AND EVALUATION OF APPLICATIONS FOR PROMOTION AND/OR TENURE**

The University has a threefold mission of instruction, research and service. In accordance with that mission, applicants for promotion and/or tenure are required to satisfy the criteria for promotion and/or tenure set forth in this *APT Policy*. Applications for promotion and/or tenure shall be reviewed and evaluated in accordance with the criteria set forth below and other important institutional factors, including but not limited to: the University mission, program enrollment and interest, the direction of the respective college and/or schools as well as the goals and objectives of academic departments:

## **1. INSTRUCTIONAL PERFORMANCE**

Encompassed within the definition of “instructional performance” is student advising. Student advising is an essential and integral component of the instructional program. An Applicant who fails to provide substantial evidence of the satisfactory provision of student advising shall not be eligible for promotion and/or tenure. The Applicant’s availability to, interaction with, and advisement of students (including the maintenance of regular office hours) are essential factors in satisfactory instructional performance as well as the satisfactory fulfillment of faculty contractual responsibilities.

**A. STUDENT EVALUATIONS** - Student evaluations shall be given great weight in the assessment of an Applicant’s teaching performance. Student evaluations shall be reported on an instrument to be approved by the President or the President’s designee. Student evaluation materials shall be examined for information regarding the strengths and/or weaknesses in the candidate’s instructional performance.

**B. COURSE MATERIALS** - Current syllabi, papers, laboratory assignments, or special teaching aids (including audio-visual materials, experiments, programmed learning devices and evaluation materials);

**C. TEXTS, MANUALS, OR OTHER WRITTEN INSTRUCTIONAL MATERIALS PREPARED BY THE CANDIDATE FOR THE TEACHING OF THE CANDIDATE’S COURSES**

**D. PUBLISHED INSTRUCTIONAL MATERIALS** - Textbooks, anthologies, manuals, programmed learning materials, audio-visual programs, etc.

**E. OBSERVATION OF A CANDIDATE'S TEACHING** - Applicants for promotion and/or tenure must permit observation of their teaching by the Department Chair and by faculty appointed by the Department Chair. The Department Chair man, but is not required to, notify the Applicant when classroom observation may occur.

**F. SUPERVISION OF GRADUATE AND/OR UNDERGRADUATE STUDENT RESEARCH** - The quality and/or quantity of quality dissertations, theses, or research papers of students supervised by an Applicant is pertinent to evaluating the Applicant’s effectiveness in graduate and/or undergraduate instruction.

**G. STUDENT ADVISING** - Student advising is an integral part of the instructional program and the faculty member's availability to and interaction with students are important factors. Evidence of the maintenance or regular office hours is essential to satisfaction of this criterion.

**H. CURRICULUM INNOVATION AND DEVELOPMENT** – The development and introduction of new courses or new teaching techniques shall be important considerations.

**I. TEACHING INTRODUCTORY OR SERVICE COURSES –**

An Applicant's performance of teaching duties which meet special departmental need shall be considered;

**J. SUPERVISION OF STUDENT FIELD EXPERIENCE OR CLINICAL ACTIVITY -**

Where the Applicant has been responsible for supervising student field, practicum, or clinical experiences, design projects and internships, the Applicant may provide information attesting to the nature and quality of the clinical experience.

**2. RESEARCH (SCHOLARSHIP AND CREATIVE ACTIVITIES) –**

The following guidelines shall be considered as the major criteria for the assessment of research, scholarship and creative activities. Although it is not necessary for the Applicant to comment on or provide an appraisal of the criteria outlined below for all of an Applicant's scholarly and creative attainments, often it would be useful in the evaluation by the Departmental Review Committee and/or the Department Chair to characterize the main body of the most significant pieces of work in these terms.

**A. BOOKS CHAPTERS IN BOOKS, ENTRIES IN ENCYCLOPEDIA ARTICLES AND ESSAYS IN REFEREED JOURNALS**

- (1) Scope of the journal (international, national, regional, etc.),
- (2) Rigor of the journal or book reviewing process,
- (3) Publishing standards applied and the acceptance rate,
- (4) Citations or favorable review by the professional and academic communities;

**B. ARTICLES OR ESSAYS IN NON-REFEREED PROFESSIONAL JOURNALS AND MAGAZINES**

- (1) Nature of the scholarly work,
- (2) Method for selecting materials to be published,
- (3) Standards applied in selecting materials,
- (4) Citation of favorable reviews by professionals or academic community;

**C. BOOKS, MONOGRAPHS, TEXTBOOKS AND EDITED VOLUMES FOR INSTRUCTION**

- (1) Nature of the scholarly work,
- (2) Reputation of the publisher,
- (3) Professional reaction to the book, including citations, reviews, or other commentaries,
- (4) Recognition received by the book, such as awards and prizes,
- (5) Presentation of new data or new conceptual/theoretical formulations,
- (6) Adoption of the book by institutions; consideration is given to the quality of the adopting institutions and the number of adopting institutions.

**D. CURRENT COMPUTER TECHNOLOGY, MULTIMEDIA AND SOFTWARE AND ITS SIGNIFICANCE IN FURTHERING THE KNOWLEDGE BASE, USE, AND APPLICATION OF THE TECHNOLOGY WITHIN THE COMPUTER INDUSTRY/FIELD.**

**E. ABSTRACTS, BOOK REVIEWS, AND REVIEWS OF CREATIVE ACTIVITIES**

- (1) Reputation or the professional importance of the publication,
- (2) Primary audience for the abstract or review;

**F. PAPERS PRESENTED AT PROFESSIONAL CONFERENCES AND/OR MEETINGS:**

- (1) Criteria for the selection and level of the conference (national, regional, or local),
- (2) Professional recognition (citations, publication in anthologies, abstracts, etc.);

**G. ARTISTIC, PROFESSIONAL AND CREATIVE WORK:**

While methods of appraisal may vary among disciplines, along with other methods of evaluation recognized in the profession, the following criteria are to be used:

- (1) Professional or scholarly rating of the publisher,
- (2) Reaction to the work (including reviews and commentaries by recognized critics in the field),
- (3) Recognition by way of reference in other journals or collected works,
- (4) Recognition of the work (awards and prizes);

**H. PERFORMANCES AND EXHIBITS:**

- (1) Nature of the performance or exhibit (e.g., solo, recital, exhibit, etc.),
- (2) Standing of the forum in which it was presented,
- (3) Scope of those participating (e.g., national or international),
- (4) Criteria for participation (invitational or competitive),
- (5) Evaluation of performance and exhibit reviews,
- (6) Reputation and reliability of the reviewers or commentators,
- (7) Comments or references from other professionals,
- (8) Awards, prizes, or other formal recognition;

**I. GRANTS, FELLOWSHIPS, OR OTHER AWARDS TO CONDUCT RESEARCH OR CREATIVE ACTIVITY**

- (1) Rigor and selectivity of the evaluation process for the awarding of grants or other support,
- (2) Evidence that grants, fellowships, cooperative agreements, contracts and awards are based on the quality of past scholarly attainments, on performance under prior grants, or on other criteria which reflect the merit and standing of the grantee / awardees.

### 3. SERVICE

- A. The basic evaluation of service shall be made by the Department Chair and Departmental Review Committee based on knowledge of the Applicant's service. In the dossier, the Applicant may provide documentation from other faculty members and professionals who are knowledgeable about the service activities of the Applicant.
- B. The Department Chair and Departmental Review Committee shall include in their evaluation the major service activities rendered by the Applicant and shall evaluate the effectiveness of that service.
- C. The Department Chair and the Departmental Review Committee shall evaluate and assess the service contributions of the Applicant and not merely to list the Applicant's service activities, including but not limited to the quality and effectiveness of the service contributions.
- D. The service activities of the Applicant being considered shall be those which assist in the conduct of the affairs of the University and those which involve the Applicant's use of expertise in the Applicant's field to benefit the larger community. In general, service activities shall be considered in three categories:
  - (1) **SERVICE TO THE UNIVERSITY** - These activities shall include committee work at the departmental, school, and University levels, as well as other special responsibilities or assignments that benefit the operation of the University.
  - (2) **SERVICE TO THE PROFESSION OR DISCIPLINE** – This includes holding offices in professional associations, acting as an editor or a manuscript reviewer for professional journals, organizing panels or other sessions at professional meetings, providing continual educational assistance to members of the profession, and engaging in other activities which strengthen the profession or discipline of the Applicant.
  - (3) **PUBLIC SERVICE TO THE COMMUNITY INVOLVING THE APPLICANT'S USE OF EXPERTISE IN THE APPLICANT'S DISCIPLINE** - This includes membership on public boards or commissions, consultations to government agencies or private institutions, and talks or presentations to public or private organizations. Particular consideration shall be given to faculty awareness of and contributions to the social, political, cultural, environmental and economic needs of the urban community.

## V. APPEALS PROCEDURES

These appeals procedures apply only to tenure-track faculty as set forth in Section III.A of this *APT Policy* who have submitted timely *Applications*.

**A. GROUNDS FOR APPEAL** - The grounds for appeal shall be based on claims asserted by the Applicant in the Applicant's written appeal which shall be based only upon:

1. An allegation that the procedures set forth in Section IV.A of this *APT Policy* were not followed, and/or
2. An alleged failure by the reviewers identified in Section IV.A of this *APT Policy* to use the criteria set forth in Section IV.B. of this *APT Policy* for determining an Applicant's qualifications for appointment, promotion, and/or tenure. The Applicant's dispute of the weight given to the criteria by the Reviewers<sup>4</sup> is not a "failure to use" the criteria and therefore is not a basis for appeal under this *APT Policy*.

## B. PROCEDURE FOR APPEALS:

### 1. Appeal to the Vice President for Academic Affairs

**A.** An Applicant may appeal a negative recommendation by the VPAA by filing a written appeal with the Office of the VPAA within seven (7) working days of the date of the written notice of the VPAA's negative recommendation.

**B.** The appeal letter shall state the grounds on which objections to the VPAA's negative recommendation are made. The written appeal shall be limited to complaints of:

- (1) An allegation that the procedures set forth in Section IV.A of this *APT Policy* were not followed and the specific facts upon which that allegation is based, and/or
- (2) An allegation that the Reviewers of the Applicant's dossier did not use the criteria set forth in Section IV.B. of this *APT Policy* and the specific facts upon which that allegation is based. Such an allegation shall not include an allegation regarding the substantive evaluation of the Applicant's dossier or the weight given to the criteria by the Reviewers.

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<sup>4</sup>"Reviewers" are defined as persons designated in Section IV.A of this *APT Policy* to review the Applicant's dossier and to conduct a substantive review of the dossier. They include: Departmental Review Committee, Department Chair, School Review Committee, Dean, Vice President for Academic Affairs and President.



- C. If the VPAA receives a timely appeal in proper form, the VPAA shall schedule a meeting with the Applicant in order to provide an opportunity to be heard regarding the issues raised in the Applicant's written appeal.
- D. An appeal of an Applicant who fails to file a timely appeal shall not be considered.
- E. An appeal of an Applicant which fails to specifically set forth alleged procedural error with regard to the procedures set forth in Section IV.A of the *APT Policy* or failure to follow criteria set forth in Section IV.B of this *APT Policy* and facts upon which the allegation of procedural error or failure to follow guidelines are based shall not be considered.
- F. The Applicant may or may not wish to continue the appeals procedure following the meeting with the VPAA. The VPAA may choose to reconsider the negative recommendation after a review of the appeal.
- G. The VPAA shall notify the Applicant in writing of the VPAA's decision regarding the appeal. If the VPAA elects not to change the negative recommendation, the Applicant may appeal to the President.

## **2. Appeal to the President**

- A. If the Applicant wishes to appeal the VPAA's negative recommendation to the President, the Applicant shall file a written appeal with the President. The written appeal must be received by the President within seven (7) working days after the Applicant has received written notice of the VPAA's decision regarding the appeal. The written appeal to the President must set forth:
  - (1) An allegation that the procedures set forth in Section IV.A of this *APT Policy* were not followed and the specific facts upon which that allegation is based, and/or
  - (2) An allegation that the Reviewers of the Applicant's dossier did not use the criteria set forth in Section IV.B of this *APT Policy* and the specific facts upon which that allegation is based. Such an allegation shall not include an allegation regarding the substantive evaluation of the Applicant's dossier or the weight given to the criteria by the Reviewers.

## **B. Appeals Committee**

- (1) The President shall impanel an Appeals Committee which shall consist of not less than three (3) tenured full Professors appointed by the President from a pool of five (5) tenured Professors elected by the University-wide faculty at the first formal faculty meeting of the academic year.
- (2) Members of the Departmental and School Review Committees for Promotion and Tenure who reviewed the Applicant's dossier are not eligible to serve on the Appeals Committee for that Applicant.

- (3) Faculty shall not serve on the Appeals Committee for more than two (2) consecutive terms.
  - (4) The Appeals Committee may neither review the substantive evaluation of the Applicant's dossier nor the weight given the criteria by the Reviewers. To the extent the Appeals Committee reviews the use of the criteria for promotion and tenure, it shall only ascertain whether the criteria were used.
  - (5) The Appeals Committee shall review the Applicant's appeal letter to the President and determine whether the procedural error set forth in the letter occurred. The Appeal Committee's review is limited to:
    - (a) An allegation that the procedures set forth in Section IV.A of this *APT Policy* were not followed, and/or
    - (b) An allegation that the Reviewers of the Applicant's dossier did not use the criteria set forth in Section IV.B of this *APT Policy* and the specific facts upon which that allegation is based. Such an allegation shall not include an allegation regarding the substantive evaluation of the Applicant's dossier or the weight given to the criteria by the Reviewers.
  - (6) Members of the Appeals Committee are required to keep all Appeals Committee activities and recommendations strictly confidential.
  - (7) The Appeals Committee may request from the VPAA information regarding the procedures followed in processing the Applicant's *Application*.
  - (8) Within fourteen (14) calendar days of being impaneled, the Appeals Committee shall provide the President with a report which:
    - (a) Identifies each procedural error and/or failure to follow guidelines alleged by the Applicant, and/or
    - (b) States whether the Appeals Committee determined that the alleged violation(s) of this *APT Policy* occurred.
- C. The President shall consider the Appeals Committee report along with other facts relevant to the Applicant's application for promotion and/or tenure. Based upon that review, the President shall determine whether a material error has occurred.

**D. President's Final Decision**

- (1) The President shall notify the Applicant in writing of the President's decision regarding the appeal. The decision of the President is final and binding on all parties. The President may affirm or reverse the President's original decision after considering the materiality of the procedural error or failure to follow criteria which are identified. The President's original decision is final unless reversed by the President.
- (2) The Applicant's initiation of the appeals procedure shall not dislodge or delay any formal notifications dealing with contract non-renewal or tenure denial actions.

### PROCEDURES FOR PAYMENT OF SUMMER CONTRACTS FOR FACULTY

In October, 1992, The Board of Regents approved a resolution to change the academic year from 10 months to 9 ½ months, thus allowing faculty members to receive maximum salary support from grants during the summer period. In December of 1992, Morgan State University faculty members were given the opportunity to retain their original 10 month contract or to submit an amendment changing their contract to 9 ½ months.

Faculty members who selected the 9 ½ month contract are now in the position to increase their work time and salary (supported by Federal grants) during the summer period. The salary paid is for full-time employment during the summer. Therefore, faculty members who select the 9 ½ month option can earn up to 26.3% of their regular University salary for the 2 ½ month summer period and faculty members on the 10 month contract can earn 22% of the regular University salary during the two month period.

The following procedure will be followed by faculty members who are awarded grants for the summer period.

1. Obtain Personnel Request Form ("PF-10") form and CPB 311 from the Office of Human Resources.
2. Calculate the summer salary using the salary base for the preceding academic year. Faculty on 9 ½ month salary may earn up to 26.3% of salary base and faculty on the 10 month contract may earn up to 22% of the salary base.
3. Complete and submit the PF-10 and CPB 311 and obtain the approval of the appropriate Dean. **PLEASE NOTE: The effective date of the summer contract cannot begin before the end of the regular contractual period and must end before the start of the new contractual period.**
4. Forward the completed forms to the Office of the Vice President for Academic Affairs for approval. This procedure should be completed four weeks prior to the starting date.
5. The Office of the Vice President for Academic Affairs will verify that the salary falls within the salary allotment and will forward the approved forms for processing.
6. Faculty members must submit timesheets at the end of each pay period for work performed. Timesheets must be signed by the appropriate supervisor (The Chair and/or Dean) and then forwarded to the Payroll Office for payment.

**POLICIES AND PROCEDURES RELATING TO THE RETRENCHMENT OF  
FACULTY MEMBERS AND THE DISCONTINUATION OF ACADEMIC  
PROGRAMS**

- I. General Consideration:** In fulfillment of its mission as an urban-oriented institution serving multiple constituents, it is essential for Morgan State University to make effective and optimal utilization of its educational resources. Effective utilization of its educational resources may necessitate that as a state-supported institution consideration be given to retrenchment, reallocation, and/or reassignment of faculty as a strategy for ensuring continued viability as an educational institution. Retrenchment or reallocation of faculty may occur as a result of such factors as changing demographics, shifts in student preferences for academic programs, and restricted funding. If these circumstances are manifested, then Morgan State University will seek to maintain the integrity of its mission and preserve the quality of its programs and services. The University, in planning for the future, must fulfill its commitment to matriculated students while protecting the rights of faculty members and other employees.
- A.** The University is a public, doctoral-granting, urban research institution. The University must maintain a strong liberal arts core and a profile of programs uniquely suited to its special urban mission. It must also offer well-selected career and pre-professional programs.
- B.** In each area of instruction, the University must ensure that the curriculum contains the mix and level of courses by area of specialization necessary to give the requisite range and depth of knowledge in the discipline. This can only be achieved by engaging faculty members with the relevant expertise and providing to both faculty and students the facilities, equipment, and library resources necessary to ensure high quality programs.
- C.** The term “retrenchment,” as used in these Policies and Procedures, means the elimination of teaching positions necessitated by any or all of three factors: (1) lack of appropriations or other funds with which to support the appointment; (2) discontinuance of the department, program, school or unit in which the appointment was made; or (3) a demonstrably bona fide financial exigency affecting the University. Retrenchment may be accomplished through attrition, nonrenewal of expiring term appointments, the termination of academic appointments, or any combination of these approaches depending upon the time frame in which retrenchment must be achieved.
- D.** The contractual employment rights of faculty members are contained in the written appointment agreement and supplemented by the University policies and procedures governing the terms of conditions of employment. The University will protect and honor those rights. Specifically, any faculty member who is entitled by contract to notice of termination or terminal appointment will receive the contractual due. In general, the University will do its utmost to ensure that retrenchment, when necessary, is implemented humanely, equitably and without release, if possible, of tenured faculty.
- E.** When a program is discontinued, every effort will be made to phase it out over a period of time with due notice to students. Students whose access to required course offerings is affected by retrenchment will be afforded all possible opportunities for completion of their program either on campus or through arrangements with other

institutions in the Baltimore metropolitan area.

F. When the factors defined in paragraph C. necessitate retrenchment, the faculty will be informed immediately by the President of the University. An *ad hoc* Committee of senior faculty will be elected by the faculties of the schools as follows:

Two (2) faculty members from the College of Arts and Sciences.

One (1) faculty member each from the Schools of Business and Management, Education and Urban Studies and Engineering.

This Committee will review all documentation pursuant to the basis for retrenchment as well as confer as needed with representatives of the administration and/or the faculties of the four schools. In addition, the faculty, with representations from tenured and nontenured members, will participate at every level within the institution in the decision-making process relative to academic programs.

## **II. DEPARTMENTAL PROGRAM ANALYSIS**

- A. On an annual basis, the University shall review all academic programs to determine the contribution of each program to the University's academic mission. Each department shall be assessed with respect to quality of programs and courses of instruction and their productivity as measured by credit hours generated per full-time equivalent faculty.
- B. Any decision to discontinue a department, academic program of instruction, or to reallocate budgeted faculty positions between academic programs and departments shall be based on an analysis of the programs and courses of instruction offered by the department with respect to:
- (1) the centrality of each program or course of study to the University's mission;
  - (2) its quality;
  - (3) its staffing in relation to enrollment; and
  - (4) any other unique or distinctive educational characteristic.

## **III. PROCEDURES FOR RETRENCHMENT**

- A. Before any faculty appointment is terminated, the President shall determine how many positions can be eliminated through:
- (1) voluntary retirement; and
  - (2) nonrenewal of expiring term appointments.
- B. The identification of individual faculty members for retrenchment shall be made in an objective and impartial manner. It shall be accomplished on a program/department basis. Using the annual departmental program analyses, the dean of each school in consultation with department chairs and faculty shall recommend specific departments, programs, or courses of instruction for modification, specifying, if required, the number of full-time equivalent positions to be eliminated in each

designated area. The deans shall submit their recommendations to the Vice President for Academic Affairs, who will review them and submit a recommendation to the President.

- C. Within each department, program or course of instruction designated by the President, the appointments of faculty members responsible for instruction shall be terminated in the following order, until the requisite number of positions are eliminated:
- (1) temporary appointments, i.e., lecturers, instructors;
  - (2) tenure-track faculty members without terminal degrees in their teaching fields;
  - (3) tenure-track faculty members who possess terminal degrees in the fields of instruction in which they are teaching or in closely related fields;
  - (4) faculty members with tenure: a) in programs, departments or units planned to be discontinued and b) faculty in continuing programs, departments, schools and units.

The intent of the University is to maintain the academic integrity of the University; therefore, a case by case review will be conducted to determine whether the discontinuance of a tenured professor will seriously distort the academic program(s).

If, within any of these categories, further distinctions must be made to determine the order of retrenchment, then termination shall be made in reverse order of seniority. For this purpose, seniority shall be determined on the basis of length of continuous service to the University. If two faculty members have achieved the same length of continuous service, then the one holding the highest academic rank shall be deemed to have seniority. If two faculty members with the same length of continuous service also hold the same academic rank, then the one with greater time in rank shall be deemed to have seniority.

- D. Notwithstanding the provisions in the preceding paragraph, the President may make exceptions in the retrenchment sequence and continue the appointment of a faculty member who would otherwise be terminated where the failure to do so would result in a serious distortion in the academic program. The President may also give special consideration to faculty members serving as academic administrators or providing non-instructional services of special importance to the University.
- E. A tenured or tenure-track faculty member whose appointment is terminated due to retrenchment shall be given priority for a period of two years from the date of termination for any job vacancy at the University for which he or she is qualified. In such instances, preference will be given to the retrenched individual holding the terminal degree in the area of the vacancy.
- F. If positions in a particular department or program are terminated due to retrenchment, then the University will not at the same time make new appointments in the affected area unless the failure to do so would result in a serious distortion in the academic program.

- G. Faculty members whose appointments are terminated due to retrenchment shall be notified in writing by certified mail of the University's decision within the time limits established by the contract or other University policies and procedures governing the conditions of employment. The letter of notification shall specify:
- (1) retrenchment as the basis of termination;
  - (2) the effective date of termination; and
  - (3) the right of the individual to appeal as well as the channels of appeal.

#### IV. APPEAL PROCEDURE

- A. Each faculty member who is terminated due to retrenchment may file an appeal, setting forth in writing the grounds thereof. The appeal must be made to the President within twenty (20) calendar days after the date of notification.
- B. An independent faculty committee comprised of five (5) senior (tenured) faculty and three (3) alternates will be elected by the faculties of the schools as follows to serve as members of the *ad hoc* Retrenchment Appeals Committee:
- Two (2) faculty members and one (1) alternate from the College of Arts and Sciences.
  - One (1) faculty member and one (1) alternate each from the Schools of Business and Management, Education and Urban Studies and Engineering.
- C. In a hearing regarding retrenchment resulting from a financial exigency, the administration will have the burden of proof to demonstrate the existence and the extent of the exigency.
- D. The Retrenchment Appeals Committee shall make its recommendations to the President, who shall consider the recommendations and render a final decision which shall be binding on all parties. The President shall notify the faculty member of that decision no later than October 15 of the subsequent academic year. The filing or consideration of an appeal shall not alter the effective date of termination unless the final decision of the President is to revoke the notice of termination.

## FACULTY GRIEVANCE PROCEDURE

### I. GENERAL POLICY

It is recognized that legitimate problems, differences of opinion, complaints or grievances will from time to time arise in the daily relationship between the University as an employer and its faculty. Currently, such complaints are resolved formally through existing procedures or informally in discussions between the faculty member and the academic administrator involved.

It is further recognized that on occasion complaints will arise that cannot be redressed through formal channels because they pertain to matters that are not within the subject matter of existing procedures and policies or that cannot be resolved through informal discussion. The following procedure is adopted to define the means whereby a grievance against the University arising from certain acts of academic administrators may be presented for formal review.

### II. DEFINITIONS

#### A. Faculty

Faculty member or faculty means a person who holds a faculty appointment in a 50% or greater time capacity at Morgan State University pursuant to a valid Morgan State University appointment agreement and who is not an academic administrator.

#### B. Grievance

1. A grievance is a signed complaint by a faculty member against the University that alleges a violation of University policy, by an academic administrator, in the performance of an official act, which act adversely affects the faculty member, in his or her academic or professional capacity.
2. Even if a complaint otherwise meets the definition of a grievance as set forth in II.B.1. above, if the complaint is based on any of the following matters, it shall not be reviewed or challenged under the Faculty Grievance Procedure:
  - a. Any matter pertaining to a subject that is reviewable under, or is specifically excluded from review by any other University policy or procedure, including but not limited to the "Policies and Procedures on Appointment, Promotion, and Tenure," and a Morgan State University faculty appointment contract;



- b. Sexual harassment, discrimination based on race, sex, ethnic origin, religion, age or handicap, and violations of academic freedom;
- c. Any matter pertaining to broad areas of the fiscal management, staffing or structure of Morgan State University; any matter pertaining to differences in faculty salaries and benefits that are based on general market factors such as availability of faculty, demand for a particular academic discipline, or reputation of a department; any matter pertaining to general levels of salary and fringe benefits;
- d. Any matter, the resolution of which is not in the exclusive control of the University;
- e. Personal disputes not related to the employment environment; and
- f. Any matter, the resolution or remedy of which would conflict with federal, state, or local law or regulation, or any contract to which the University is a party.

**C. Days**

Days shall mean calendar days.

**D. University Policy**

- a. A written policy, regulation, procedure or rule of the University, division, school, department or program; or
- b. A practice of an academic unit which, although unwritten, has been consistently followed and applied over a significant number of years. However, changes in any such practices may only be challenged or reviewed under this grievance procedure if such changes are arbitrary and capricious or if they conflict with University policy or policies established at higher administrative levels.

**III. GENERAL PROVISIONS APPLICABLE TO ALL GRIEVANCES**

- A.** Only a faculty member may make a grievance under this procedure.
- B.** A faculty member may not make a grievance under this grievance procedure on behalf of another person.
- C.** Grievances by more than one faculty member may be put together in a single grievance if each faculty member signs the grievance and the material facts and issues are substantially the same. Such joining of grievances shall be in the discretion of the individual or body hearing the grievance.
- D.** In order to be considered, a complaint must be grievable. A complaint is grievable only if it meets the definition of a grievance set forth in Section II.B. and it does not fall within the exceptions to a grievance enumerated in Section II.B.2.
- E.** A faculty member is responsible for following all stated time limits for the initial filing of a grievance or any appeals from decisions respecting the grievance. Both the faculty member and the academic administrator shall observe all other time limits stated in this Faculty Grievance Procedure or set by the individual or body hearing the grievance.
- F.** Motions raising the issues of standing or grievability may be raised at any time in the proceedings. If those requirements are not met, the grievance shall be dismissed. Motions raising the issue of timeliness must be made at the first stage of the proceedings following the time at which the moving party knew or reasonably could have known of the grounds for making the motion, or the issue shall be waived. If it is determined that the requirements of timeliness as to the initial filing of the grievance and any appeals are not met in a particular grievance, the grievance shall be dismissed. In the case of lack of timeliness as to time limits other than those for the initial filing of the grievance and any appeals, the grievance may be dismissed in the discretion of the hearing authority if the untimeliness results in undue delay or prejudice to the other party.
- G.** The faculty member shall bear the burden of proving the merits of his or her grievance. To meet this burden, at a minimum, he or she must demonstrate by evidence that is more convincing than the opposing evidence that the act and violation complained of occurred; that it was the act of the academic administrator involved; that the act adversely affects him or her; and that the remedy sought is reasonably necessary and proper to correct that injury.
- H.** The formal rules of evidence shall not apply to this grievance procedure.
- I.** The hearing authority at any step of the grievance procedure may request advice of legal counsel on significant legal issues raised in the grievance. The legal office providing legal advice or service to the academic administrator may not provide legal advice or service to the individual or body hearing the grievance at any step.

**IV. INFORMAL GRIEVANCE PROCEDURE**

Before filing a formal grievance as provided in section IV B below, a faculty member shall seek an informal review of his or her complaint with his or her immediate supervisor. Every effort should be made to resolve complaints and disputes through informal discussion. Consistent with the informal nature of the discussions at this stage, neither a written statement of the complaint nor a written answer thereof is required or encouraged.

**V. FORMAL GRIEVANCE PROCEDURE**

**A. Step One - Grievance Committee**

**1. Composition**

**Selection** - In the spring semester of each academic year, each of the instructional units shall elect one Grievance Committee representative and one alternate. The alternate will serve in place of the primary representative when the primary representative is not available. In the event both the primary and alternate representatives are not available, the faculty of the affected instructional unit shall select replacements in accordance with procedures developed in that instructional unit.

**Term** - Grievance Committee representatives shall serve a term of one year commencing July 1 in the year they are elected and ending June 30 of the following year.

**Chairperson** - At its initial organizational meeting of the year, the representatives of the Grievance Committee shall elect a Chairperson.

**Reelection of Representatives** - No member may be elected to the Grievance Committee for more than two consecutive terms.

**2. Time and Place for Filing of Complaint**

A faculty member shall file a grievance within 30 Days from the date of the act giving rise to the grievance. A grievance is deemed to be filed when it is received by the Director of Human Resources. The 30 day period includes all efforts to resolve the matter informally.

**3. Written Complaint**

**The Complainant shall file his or her complaint in writing. The statement shall be signed and dated. At a minimum, the statement shall set forth the following:**

- a) A precise statement setting forth the subject matter of the grievance including a factual chronological description of incidents, events, or acts giving rise to the complaint or dispute,
- b) Evidence of the Complainant's efforts to resolve the matter informally and in accordance with IV. above,
- c) The names of any persons against whom the grievance is directed or who may have any relevant information regarding the matter(s) in dispute, and
- d) Documentation supporting the Complainant's assertions and any additional information which the complainant deems is relevant to the inquiry.

**4. Referral of Complaint**

Within seven days of receiving the Complaint, the Director of Human Resources shall forward a copy of the Complaint and all attachments to the Chairperson of the Grievance Committee, the Complainant's immediate supervisor, and the Vice President for Academic Affairs.

**5. Grievance Committee Hearing Procedure**

- a) Within twenty-one (21) days of receiving the Complaint from the Director of Human Resources, the Grievance Committee shall conduct a hearing in accordance with the procedures set forth in this Grievance Procedure. Within thirty (30) days after the hearing, the Grievance Committee shall provide a written decision based upon the facts presented during the hearing.
- b) The Grievance Committee shall hear all arguments on substantive and procedural matters and shall make necessary specific written findings.
- c) Hearings shall be open unless one or both parties request they be closed.
- d) A complete record shall be kept of all proceedings and documents entered into evidence.
- e) Each party shall have an opportunity to make an opening and closing statement, present written evidence, examine and cross-examine witnesses, offer personal testimony, file objections, exceptions, motions and post-hearing briefs provided, however, that where a party is represented by counsel, the opening and closing statements, submission of written evidence, examination and cross-examination of witnesses and filing objections, exceptions, motions and post hearing briefs on behalf of that party shall be done and presented solely by such counsel.
- f) The Complainant shall present his or her case first.

- g) The Chairperson of the Grievance Committee shall make rulings on all questions concerning the course of the proceedings and the presentation of the evidence and may order the proceedings in such a manner as he or she deems appropriate. The Chairperson may seek legal advice as he or she deems necessary to render a decision on any such question. The Chairperson, in his or her discretion, may set time limits for presentation of testimony and exclude redundant or irrelevant evidence.
- h) Only evidence offered and made part of the record in the case and no other factual information or evidence shall be considered in the determination of the case.
- i) Both parties have the right to call witnesses, including members of the University staff. The Grievance Committee cannot assure the presence of witnesses requested by either party. However, either party may request in writing that the Grievance Committee contact a witness or witnesses to request their appearance at the hearing. The Grievance Committee may contact such witness or witnesses if in its judgment the request is reasonable and the testimony to be given by the witness or witnesses is demonstrably relevant to the issues raised by the grievance.
- j) Upon the request of either party, all persons to be called as witnesses shall be sequestered.
- k) The Grievance Committee shall not grant continuances except for extraordinary circumstances.
- l) The entire procedure shall be conducted in good faith by all persons involved.

**6. Decision**

The Grievance Committee shall make its decision on the grievance, including its findings and recommended action, if any, based upon the vote of a majority of the voting members. In making its decision, the Grievance Committee shall consider only the evidence properly brought before it in the hearing. After considering all the evidence before it, the Grievance Committee shall decide whether the Complainant has proved his or her grievance in accordance with the burden of proof set forth in III. G. above. A written report of the decision shall be forwarded to the Provost and Vice President (for Academic Affairs) for review and decision, with copies to the Complainant, to Complainant's immediate supervisor, and to the Director of Human Resources. The report shall be completed and sent within fourteen (14) days after the hearing. The report of the Grievance Committee is advisory in nature.

**B. Step 2 – Provost and Vice President for Academic Affairs or Designee**

- 1. **Review** - The Provost and Vice President for Academic Affairs shall review the advisory report of the Grievance Committee. In conducting this review, the Provost and Vice President may request additional information in order to facilitate the decision-making process. The Grievance Committee shall make available any additional information requested. The Provost and Vice President may sustain, overturn, or modify the recommendations for action offered by the Grievance Committee in its report. Within fourteen (14) days of receiving the Grievance Committee's recommendations, the Provost and Vice President shall notify the Complainant in writing of the decision.

**2. Appeal** - The Complainant may appeal the decision of the Provost and Vice President. To appeal, the Complainant must file a written appeal with the Director of Human Resources within seven (7) days of the date appearing on the written decision of the Provost and Vice President. In the event the Complainant fails to appeal within the stated time period, the Provost and Vice President's decision shall be deemed final. The Complainant's written appeal shall set forth the reasons for appeal.

**3. Step 3 - President or Designee**

In the event the Complainant files a timely appeal to the decision of the Provost and Vice President for Academic Affairs, the Director of Human Resources shall within three (3) days forward to the President a copy of the complete grievance file and of the complete hearing record and copies of all documents presented at the hearing and placed in evidence. The President or his or her designee shall review the full record upon receipt. Within his or her discretion, the President shall dispose of the grievance as he or she deems appropriate and such disposition shall be final. The President shall notify the Complainant in writing of the disposition of the grievance within fourteen (14) days of receipt of the record.

**Approved by the Board of Regents on June 17, 1992**

**POLICY PROHIBITING SEXUAL HARASSMENT AND PROCEDURES  
FOR COMPLAINTS OF SEXUAL HARASSMENT**

**I. STATEMENT OF POLICY**

Sexual harassment by University employees, faculty, staff, and students is illegal conduct and will not be tolerated in the Morgan State University community. Morgan State University is committed to maintaining a working and learning environment in which students, faculty, and staff can develop intellectually, professionally, personally, and socially. Such an environment must be free of intimidation, fear, coercion, and reprisal. The University prohibits sexual harassment. Sexual harassment subverts the mission of the University and threatens the well-being, educational experiences, and careers of students, faculty and staff.

This ‘Statement of Policy’ constitutes University policy. Sexual harassment violates University policy and may violate the criminal and civil laws of the State of Maryland and the United States.

**II. DEFINITION OF SEXUAL HARASSMENT**

For the purpose of this University policy, the University adopts the definition of sexual harassment promulgated by the Equal Employment Opportunity Commission.

Sexual harassment is defined as: (1) unwelcome sexual advances; or (2) unwelcome requests for sexual favors; and (3) other behavior of a sexual nature where:

**A.** Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or participation in a University- sponsored educational program or activity; or

**B.** Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or

**C.** Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance, or of creating an intimidating, hostile, or offensive educational or working environment. Sexual harassment may occur between persons of the same or different genders.

Examples of sexual harassment, as defined above, may include but are not limited to the following behavior directed at a person because of his or her gender:

- direct or implied threats that submission to sexual advances is a condition of employment, work status, promotion, grades, or letters of recommendation;
- unwelcome physical contact, including unnecessary touching, patting, hugging or brushing against a person's body;
- pervasive and or unwelcome sexual comments, jokes or conversations. In assessing whether a particular act constitutes sexual harassment as defined by this Policy, the

standard shall be the perspective of a reasonable person within the University community. In determining whether alleged conduct constitutes sexual harassment. The University will look at the record as a whole and at the totality of the circumstances such as the nature of the sexual advances and the context in which the alleged incidents occurred. The determination of the legality of a particular action will be based on the findings of fact on a case by case basis. The rules of common sense and reason shall prevail.

### **III. INFORMAL RESOLUTION**

In certain cases, where the nature of an alleged incident may not be so serious that the University must intervene in a formal way and the Complainant indicates that she or he does not want to pursue a formal complaint but simply wants the harassment to stop, informal resolution may be the preferred way to handle a complaint. However, informal resolution must always be voluntarily agreed to in writing by the Complainant with no requirement that the Complainant use informal procedures before filing a formal charge. The individual is free to withdraw from informal procedures altogether and file formally within the institution.

The University will always investigate a matter even when the Complainant refuses to file a formal complaint. However, when the University and Complainant agree to handle the matter informally, a formal investigation will not ensue as provided for in section IV of this policy.

The informal manner in which an incident is handled will depend upon the severity of the incident and the wishes of the Complainant. Possible alternatives include but are not limited to: the Complainant telling the alleged offender the behavior is unwelcome and must stop; the Complainant mailing or placing a copy of the sexual harassment policy in the alleged offender's mailbox after circling the applicable portion of the policy; the Complainant sending a letter to the alleged offender, giving a factual account of what happened, describing the writer's feelings about what happened, describing what the writer wants to happen next (e.g., "I want your behavior to stop.") and delivery of the letter by certified mail.

### **IV. PROCEDURES FOR FILING FORMAL COMPLAINTS OF SEXUAL HARASSMENT**

#### **A. Formal Complaints of Sexual Harassment**

1. A formal complaint occurs when: **(a)** a person who believes that he/she has been the victim of sexual harassment in the University community; or University employee with knowledge of the allegations, notifies the University's Equal Opportunity Officer, General Counsel, or Director of Human Resources of the allegations. If either the General Counsel or Director of Human Resources receives notification, they shall promptly refer the notice to the Equal Opportunity Officer or such other person designated by the President. The person who complains, who is referred to as the "Complainant", may be a University employee, student, staff or faculty member. The Complainant will be interviewed by the Equal Opportunity Officer *or such other person designated by the President* and asked to provide a written statement of his/her complaint but is not required to do so.



2. **THERE IS NO SUCH THING AS AN "UNOFFICIAL" COMPLAINT OF SEXUAL HARASSMENT. ONCE THE UNIVERSITY'S EQUAL OPPORTUNITY OFFICER, GENERAL COUNSEL OR DIRECTOR OF HUMAN RESOURCES LEARNS OF A SEXUAL HARASSMENT COMPLAINT, WRITTEN OR ORAL, THE UNIVERSITY IS REQUIRED TO INVESTIGATE THE MATTER UNLESS THE UNIVERSITY AND THE COMPLAINANT AGREE TO PURSUE THE MATTER INFORMALLY.**
3. The University shall have no obligation to investigate complaints received more than 120 days after the date on which the alleged harassing conduct is alleged to have occurred unless it chooses to do so.

**B. Reporting a Complaint**

Any University employee who obtains knowledge of an incident of sexual harassment occurring within the University is required to notify the Equal Opportunity Officer, the *General Counsel* or the *Director of Human Resources* whether or not the Complainant indicates that they do not want anyone to do anything about the harassment. University employees failing to report incidents of sexual harassment may be subject to disciplinary action.

*Once notified, the Equal Opportunity Officer, or the Director of Human Resources shall promptly notify, in writing, the University's General Counsel (or such other person designated by the President) of the receipt of a sexual harassment complaint. If the complaint is received by the General Counsel, the General Counsel shall promptly notify the Equal Opportunity Officer, in writing.*

**C. Notice of Charge to the Person Accused of Sexual Harassment**

Upon receiving a complaint, the Equal Opportunity Officer, *or such other person designated by the President* shall notify the person(s) accused of sexual harassment. The written notice of charge will inform the person accused of sexual harassment that a complaint has been filed, the name of the Complainant, and a general statement of the nature of the complaint. It will also advise the Accused that the Accused will be provided with detailed information during the interview regarding the allegations and have an opportunity to respond to each allegation in an interview to be scheduled by the Equal Opportunity Officer or such other person designated by the President..

**D. Investigation and Report on Investigation**

The Equal Opportunity Officer *or such other person designated by the President* shall promptly conduct an investigation which must include but is not limited to an interview of the Complainant, person accused of sexual harassment, witness(es) and a review of documentation. University employees, including the Accused, refusing to cooperate with the internal investigation shall be subject to disciplinary action, ranging from reprimand to termination.

**E. Findings of Fact and Recommendations for Action**

The written findings of fact derived from the investigation and recommendations for action by the Equal Opportunity Officer *or such other person designated by the President* shall be confidentially reported to the President (or the President's designee). The written findings of fact shall also be confidentially reported to the relevant vice president, dean or chairperson or supervisor as determined by the Equal Opportunity Officer *upon prior consultation with the General Counsel*. Recommended sanctions for employees accused of sexual harassment include, but are not limited to, reprimand and termination. Recommended sanctions for students accused of sexual harassment include, but are not limited to, suspension and expulsion.

The Equal Opportunity Officer may advise the Complainant and the Accused of the result of the investigation (that is, whether harassment has been confirmed). Neither the Complainant nor the alleged harasser are entitled to receive a copy of the findings of fact and recommendations for action; except where disciplinary action is involved, the accused shall be provided with notice of the findings of fact which resulted in the recommendation for disciplinary action. Upon written request, however, both parties may receive a summary of the findings of fact.

In instances where the Equal Opportunity Officer's findings of fact sustain any of the Complainant's allegations and a recommendation for disciplinary action is made, the procedure employed to proceed with disciplinary action shall depend upon the employment category of the Accused and the policies and procedures governing an employee within that employment category. Examples of procedures include, but are not limited to:

- a recommendation for termination of a tenured or tenure track faculty member which may be handled in accordance with the faculty termination policy;
- a recommendation of disciplinary action less than termination of a tenured or tenure track faculty member which may be referred to the applicable Dean or the Vice President for Academic Affairs for action which the Accused may appeal (to the Vice President for Academic Affairs when action is taken by the Dean and to the Executive Assistant to the President when the action is taken by the Vice President for Academic Affairs) within five (5) working days after receiving notice of the disciplinary action.
- a recommendation for termination of a classified employee may be handled in accordance with State law and the classified employees' policies and procedure manual.
- a recommendation for disciplinary action against a student may be handled in accordance with the *Code of Student Conduct*.
- recommendations for action based upon a finding of sexual harassment committed against a member of the University community (employee or student)

by a person external to the University (an independent contractor, a vendor, a third party) will depend upon the circumstances of each case and may include, but are not limited to termination of a contractor's contract with the University; referral to officials of the criminal justice system; and advisement of trespass from the University.

**V. CONFIDENTIALITY**

Sexual harassment is a matter of grave concern for both the Complainant and the Accused. Therefore, information gathered during the investigation of sexual harassment complaints will be handled discreetly and with the utmost sensitivity and care. Notwithstanding the above, in the course of any investigation, the release of some information is necessary in order to gather relevant information.

**VI. OTHER RESOURCES**

Persons who feel they are the victims of sexual harassment may pursue the matter with an external organization which may include but is not limited to: the Maryland Commission on Human Relations and/or the Equal Employment Opportunity Commission. In addition, the circumstances of the case may warrant the consideration of the filing of a complaint pursuant to the *Code of Student Conduct* and the Classified Employee's grievance procedures. Other civil and criminal causes of action may be available to the Complainant.

**VII. RETALIATION**

Any member of the University community who attempts to interfere, restrain, coerce, discriminate against, or harass any individual for participation in the procedures set forth in this policy will be subject to disciplinary action including but not limited to: for employees - termination, suspension, or formal reprimand; and for students - suspension or expulsion.

**VIII. FALSE AND MALICIOUS CHARGES**

The use of this Policy for false or malicious purposes is strictly prohibited. Any student, faculty member, or staff member who exercises bad faith and brings a false or malicious charge of sexual harassment against another member of the University community may be subject to disciplinary action including but not limited to: for employees - termination, suspension, or formal reprimand; and for students - suspension or expulsion.

**IX. EDUCATION PROGRAMS**

Educational efforts are essential to the establishment of a campus environment that is as free as possible of sexual harassment. There are at least four goals to be achieved through education: ensuring that all victims (and potential victims) are aware of their rights; notifying individuals of conduct that is proscribed; informing administrators about the proper way to address complaints of violations of this Policy, and helping educate the insensitive about the problems this Policy addresses. Copies of this Policy shall be made available to all members of the campus community. Training

sessions shall be made available to all interested faculty,, staff and students at the University.

**X. EFFECTIVE DATE**

The effective date of this Policy shall be February 15, 2000. This Policy shall govern the treatment of complaints of sexual harassment received by the Equal Opportunity Officer, the General Counsel or the Director of Human Resources after that date.

### **POLICY ON TUITION WAIVER**

Morgan State University supports the general policy of tuition waiver for persons in the following categories according to the specified conditions for each category. Persons receiving educational benefits under this policy should be aware that tuition waiver may be considered income by the Internal Revenue Service and may result in significant tax liability. It should be noted that any tuition benefits afforded under this Policy are subject to change. Students receiving tuition benefits at the time a policy change occurred and changes to the available tuition benefits shall become effective the next semester. Within the President's sole discretion, certain programs of study may be exempted from this policy.

#### **A. PERMANENT/REGULAR FULL-TIME EMPLOYEES, PERMANENT/REGULAR FULL-TIME MILITARY EMPLOYEES OF THE ROTC PROGRAM, AND RETIREES OF THE UNIVERSITY**

1. Permanent/regular full-time employees and permanent/Regular full-time **military employees of the University's ROTC program** are entitled to tuition waiver not to exceed eight (8) credit hours per semester (graduate and undergraduate) . All other applicable fees shall be charged.
2. Retirees of the University are entitled to tuition waiver not to Exceed eight (8) credit hours per semester (graduate and undergraduate) . All other applicable fees, including but not limited to application fees, check return fees due to insufficient funds, mandatory fees, late registration fees, graduation fees, transcript fees, student professional liability insurance fees, identification card fees, vehicle registration fees, lost dormitory key fees, and loss or destruction of University property fees, shall be charged.
3. Persons receiving the benefit of tuition waiver under this Section A who are enrolled in classes requiring a certain minimum enrollment shall not be counted to attain this minimum.
4. Normally, no adjustment in regular working hours will be permitted. In exceptional instances, however, a supervisor, with the written approval of the Vice President of the Division in which the employee works, may arrange such an adjustment.
5. Persons under this Section A who audit courses are limited to eight (8) credit hours per semester.
6. Unit supervisors will be held responsible for the judicious administration of this policy. The President will review the policy and make periodic reports to the Board of Regents.

#### **B. PERMANENT REGULAR PART-TIME EMPLOYEES**

1. Permanent/ regular part-time employees are entitled to tuition waiver equivalent to the proportion of hours worked, based on a maximum of eight (8) credit hours per semester (graduate and undergraduate). All other applicable fees shall be charged.
2. Persons under this Section B receiving the benefit of tuition waiver who are enrolled in classes requiring a certain minimum enrollment shall not be counted to attain this minimum.
3. Normally, no adjustment in regular working hours will be

permitted. In exceptional instances, however, a supervisor, with the written approval of the Vice President of the Division in which the employee works, may arrange such an adjustment.

4. Persons under this Section B who audit courses are limited to a maximum of eight (8) credit hours per semester (graduate and undergraduate).
5. Unit supervisors will be held responsible for the judicious administration of this policy. The President will review this policy and make periodic reports to The Board of Regents.

**C. Spouses and Dependent Children of Permanent/Regular Full-Time Employees, Full-Time Military Employees of the ROTC Program, Members of the Board of Regents, and Retirees of the University**

1. Spouses and dependent children of permanent/regular full-time employees, full-time military employees of the ROTC while assigned to Morgan State University; spouses and dependent children of members of the Morgan State University Board of Regents and retirees of the University are entitled to tuition waiver for full-time undergraduate and graduate study. All other applicable fees including but not limited to check return fees due to insufficient funds, mandatory fees, late registration fees, graduation fees, transcript fees, student professional liability insurance fees, identification card fees, vehicle registration fees, lost dormitory key fees, and loss or destruction of University property fees, shall be charged.

2. Spouses and dependent children who audit courses are limited to eight (8) credit hours per semester of undergraduate and graduate study.

3. Spouses and dependent children receiving the benefit of tuition waiver who are enrolled in classes requiring a certain minimum enrollment shall not be counted to attain this minimum.

4. Tuition waiver benefits for the spouse and dependent children of permanent/regular full-time/ employees shall be available only after the employee has been in the University service for two (2) years prior to the anticipated date of registration for course work.

5. Tuition waiver benefits for the spouses and dependent children of full-time military employees of the ROTC program shall be available only after the ROTC employee has been in the University service for one year prior to the anticipated date of registration for course work.

6. Spouses and dependent children of permanent/regular full-time employees of Morgan State University who die in service while employed by the University, during their tenure with the University's ROTC program or during their tenure with the Board of Regents shall be entitled to tuition waiver for a period of time determined by the duration of full-time employment of the employee, as follows: if the length of time of employment of the deceased employee or Board member was less than three years, the spouse or dependent is eligible for tuition waiver for one academic year; if at least three, but less than five years, two academic years; if at least five, but less than seven three academic years; if at least seven, but less than nine years, four academic years; and if more than nine years, five academic years. However, eligibility for tuition waiver for spouses shall expire at the end of seven years following the death of the full-time employee or Board member, and eligibility for tuition waiver for dependent children shall expire on the twenty-second birthday.

**D. SPOUSES AND DEPENDENT CHILDREN OF PERMANENT/REGULAR PART-TIME EMPLOYEES:**

1. Spouses and dependent children of permanent/regular part-time employees shall be entitled to tuition waiver equivalent to the proportion of hours worked by the employee (graduate and undergraduate). All other applicable fees including but not limited to check return fees due to insufficient funds, mandatory fees, late registration fees, graduation fees, transcript fees, student professional liability insurance fees, identification card fees, vehicle registration fees, lost dormitory key fees, and loss or destruction of University property fees, shall be charged.

2. Spouses and dependent children of permanent/regular part-time employees who audit courses shall be entitled to tuition waivers equivalent to the proportion of hours worked by the employee.

3. Persons receiving the benefit of tuition waiver under this Section D who are enrolled in classes requiring a certain minimum enrollment shall not be counted to attain this minimum.

4. Tuition remission benefits for the spouses and dependent children of permanent/regular part time employees shall be available only after the employee has been in the University service for two years prior to the anticipated date of registration for course work.

5. For spouses and dependent children of deceased permanent/regular part-time faculty members or permanent/regular part-time staff who were employed at fifty percent time or more, the percentage of tuition waiver shall be proportional to the percentage of service of the employee's employment, averaged for the three years immediately preceding his or her death. The length of time for which tuition waiver will be available for such surviving spouses and dependent children shall follow the formula described in this paragraph.

**E. Senior Citizens**

1. Senior citizens, unless they are otherwise covered by this Policy, shall be admitted and entitled to tuition waiver for any scheduled credit or non-credit course (graduate and undergraduate), for as many as three (3) courses per semester on a space available basis, not to exceed nine (9) credits per semester.

2. The University may not allow a senior citizen to enroll in a degree granting program, unless the senior citizen meets the admission standards of the University.

3. The University may not permit the full-time equivalent enrollment of senior citizens for whom tuition has been waived to exceed 2 percent of its undergraduate full-time equivalent enrollment.

4. At the end of each semester, the President shall report to the Board of Regents on the number of senior citizens participating under the provisions of this Policy.

**F. WAIVER OF TUITION FOR PERMANENT/REGULAR EMPLOYEES OF OTHER PUBLIC INSTITUTIONS OF HIGHER EDUCATION AND THEIR DEPENDENT CHILDREN)**

1. Permanent/regular employees of the University of Maryland System , Saint Mary's College of Maryland and Baltimore City Community College and their dependents, shall receive tuition waiver at Morgan State University at the same level of benefits each institution offers to Morgan State University's permanent/regular employees.

2. Tuition waiver shall not be available to the spouses of employees of the University System of Maryland , Saint Mary's College and Baltimore City Community College.

**G. Foster Care Recipients**

1. A Maryland foster care recipient who enrolls as a candidate in a Bachelor's Degree program at Morgan State University prior to his/her twenty-first birthday is entitled to a waiver of the tuition and all mandatory fees. To qualify for this tuition and mandatory fee waiver, a foster care recipient must file for federal and state financial aid by March 1st of each year.

2. A foster care recipient who receives a scholarship or grant for postsecondary study and is enrolled, prior to his/her twenty-first birthday in a Bachelor's Degree program at Morgan State University will receive a waiver for the difference between the scholarship or grant and the amount owed for tuition and mandatory fees.

3. A foster care recipient shall remain eligible for a tuition and mandatory fee waiver until the foster care recipient receives a Bachelor's Degree, but in no instance shall a recipient remain eligible for longer than five (5) years after the recipient first enrolled as a Bachelor's Degree candidate.

**H. For Members of the Maryland National Guard**

A portion of the tuition will be waived for a student who is also an active member of the Maryland National Guard (i.e. The Army National Guard of Maryland and the Air National Guard of Maryland<sup>1</sup>) only if:

1. The member of the Maryland National Guard has been admitted to the University through normal admission procedures and is enrolled at the University; and

2. The Maryland Adjutant General has certified that the member of the Maryland National Guard has at least 24 months remaining to serve or has agreed in writing to serve for a minimum of 24 months.

3. The tuition will be waived in the amount of fifty percent (50%) of the regular in-state undergraduate or graduate tuition rate up to eight (8) credit hours per semester.

4. Although a portion of the tuition will be waived, Maryland National Guard students will be responsible for the payment per semester of all applicable fees including but not limited to check return fees due to insufficient funds, mandatory fees, late registration fees, graduation fees, transcript fees, student professional liability insurance



fees, identification card fees, vehicle registration fees, lost dormitory key fees, and loss or destruction of University property fees.

Unless otherwise stated, persons who receive a tuition waiver under this Policy are also responsible for the payment of books, related materials (if there is an additional cost associated with same), lab equipment materials and room and board charges.

**J. Definitions: For the purposes of this policy, the following definitions apply:**

1. A “foster care recipient” is an individual who was placed in foster care, kinship care, group care or residential treatment care by the Maryland State Department of Human Resources **who and** either: (1) resided in a foster care home, kinship care, group care or residential treatment care in the State of Maryland at the time the individual graduated from high school or successfully completed a general equivalency development examination (GED); or (2) resided in a foster care, kinship care, group care, or residential treatment care in the State of Maryland on the recipient’s fourteenth birthday and was adopted out of care after his/her fourteenth birthday..

(a) “Foster care” means continuous 24-hour care and supportive services provided for a minor child placed by a child placement agency in an approved family home.

(b) “Kinship care” means continuous 24-hour care and supportive services provided for a minor child placed by a child placement agency in the home of a relative related by blood or marriage within the 5th degree of consanguinity or affinity under the civil law rule.

(c) “Group care” means continuous 24-hour care and supportive services provided for a minor child placed in a licensed group facility.

(d) “Residential treatment care” means 24-hour care and supportive services provided for a minor child placed in a Facility that provides formal programs of basic care, social work, and health care services.

2. A “permanent/regular part-time employee” is one who works in a faculty or non-faculty position at least fifty percent or more, but less than full-time in a position that is intended to last six months or more regardless of the source of funds and that was approved through the budgetary and appointment or classification processes. (This does not include contractual employees).

3. A "permanent/regular part-time employee" is one who works in a faculty or non-faculty position at least fifty percent or more, but less than full-time in a position that is intended to last six months or more regardless of the source of funds and that was approved through the budgetary and appointment or classification processes and assigned a personal identification number. (This does not include contractual employees).

4. The term “spouse” refers to a partner by virtue of a legal marriage.

5. The term “child” shall include a son, daughter, stepson, stepdaughter, legally adopted son, and legally adopted daughter or a financially dependent grandchild.

6. The term “senior citizen” means a citizen of Maryland who is 60 years of age or older, retired, and whose chief income is derived

from retirement benefits and is not employed full time.

7. The term "semester" shall refer only to Spring, Fall, and Summer semester.
8. The term retiree shall refer to a person who has left Morgan State University for the purpose of retirement and is receiving a State of Maryland retirement check and/or Optional Retirement Plan check. Verification of Retiree Status may be obtained from the Office of Human Resources

Policy Revisions:

Clarification of Foster Care Recipients (June 5, 2007)

Clarification of Reciprocity Guidelines, Graduate Study Waiver and Dependent and Retiree Definitions (January 10, 2006)

Amend tuition benefit of dependent children of USM, BCCC and St. Mary's College faculty and staff (Effective April 12, 2005);

Amend to delete reference to space available for MD. National Guard (Effective October 14, 2003);

Amend Credit Hours to Eight, Extend Benefits to Other Institutions of Higher Education, Clarify Benefit for Dependents of Deceased Employees, and Presidential Program Exemptions, Delete South African Refugee Section (Effective May 14, 2002)

Amend Credit Hours to Seven, Reduce Employee Service to Two Years, Increase Waiver Amount for Maryland National Guard (Effective September 1, 2001)

Reciprocity among State Institutions of Higher Education (Effective June 1, 2001)

Eligibility for Foster Care Recipients (Effective July 1, 2000);

Eligibility Requirements for Spouses and Dependents (May 13, 1992);

Limiting Reciprocal Agreements (June 22, 1990);

Senior Citizens (March 24, 1982),

**CRITERIA FOR GRADUATION WITH HONORS**

*(Approved by the Board of Regents – January 9, 2007)*

In order to be considered for graduation with honors a candidate must have earned a cumulative grade point average of at least 3.40; must have earned a minimum of sixty (60) semester credits at Morgan; and must have earned no grade below “C.” The criteria for the various honors categories are as follows:

Summa Cum Laude (With Highest Honor): 3.80 – 4.00

Magna Cum Laude (With High Honor): 3.60 – 3.79

Cum Laude (With Honor): 3.40 – 3.59

## **MSU BOARD OF REGENTS BY-LAWS PREAMBLE**

Pursuant to the powers vested in the Board of Regents of Morgan State University as provided and authorized by the laws of the State of Maryland,<sup>1</sup> the following is hereby adopted and declared as the Bylaws of the Board of Regents of Morgan State University.

### **ARTICLE I: POWERS OF THE BOARD**

The Board of Regents (“Board”) shall have and exercise the powers prescribed by the laws of the State of Maryland. The primary concerns of the Board shall be policy making and responsibility for governance of Morgan State University and all related matters.

### **ARTICLE II: APPOINTMENT AND REMOVAL**

The Board shall consist of 15 members appointed by the Governor with the advice and consent of the Senate. One member of the Board shall be a student in good academic standing at the University who is at least 18 years old and has the qualifications required to be the student body president. Except for the student member, at least **10** members of the Board shall be residents of the State. Each member of the Board serves without compensation, and is entitled to reimbursement for expenses in accordance with the Standard State Travel Regulations.

### **ARTICLE III: TERMS OF OFFICE**

**Section 1.** Members of the Board, except for the student member, shall be appointed for terms of six (6) years and until a successor is appointed and qualifies. The term of any Regent may end earlier by reason of resignation, disqualification, removal, or death. A new member appointed to fill such a mid-term vacancy, however, shall serve for the remainder of the unexpired term of the former member whom the new member replaces.

**Section 2.** The student member shall be appointed for a term of one (1) year and until a successor is appointed and qualifies, commencing on July 1 and ending the following June 30, unless the term ends sooner by reason of resignation, disqualification, removal from office, or death.

### **ARTICLE IV: OFFICERS**

**Section 1.** The officers of the Board shall be Chairperson, Vice Chairperson, and Secretary.

**Section 2.** The Chairperson, Vice Chairperson, and Secretary shall be elected by public ballot by a simple majority of the appointed regents at the Board’s last regular meeting of the fiscal year. They shall hold office for one year and shall be eligible for re-election; provided, however, that they shall hold office until their successors are elected and qualify.

**Section 3.** If the Chairperson of the Board vacates his or her office, the Vice Chairperson shall fill the position for the remainder of the term of office. If the Vice Chairperson or the Secretary vacates his or her office, the Chairperson shall appoint a replacement to fill the vacated position for the remainder of the term within 30 days of the date of vacancy.

#### ARTICLE V: DUTIES OF OFFICERS

**Section 1. Chairperson.** The Chairperson shall preside at all meetings of the Board, shall represent the Board before all public bodies, shall sign on behalf of the Board papers authorized by the Board as required by law and shall perform such duties as the Board may from time to time assign. The Chairperson is an *ex-officio* member of each standing and special committee.

**Section 2. Vice Chairperson.** In the absence of the Chairperson or during any disability not allowing the Chairperson to do so, the Vice Chairperson shall preside over meetings of the Board. During any period of disability of the Chairperson, or at the request of the Chairperson, the Vice Chairperson shall perform such duties as would otherwise be performed by the Chairperson.

**Section 3. Secretary.** The Secretary shall keep a record of the proceedings of all meetings of the board and its committees. The Secretary shall assure the safe-keeping of this record. The Secretary shall certify copies of all minutes, papers, and documents to be true and correct copies thereof. The Secretary shall perform such duties as from time to time may be assigned by the Chairperson.

#### ARTICLE VI: BOARD MEETINGS

**Section 1.** The Board shall hold at least four (4) regular meetings during each fiscal year. At regular meetings, the Board is authorized to act on all matters before it. At the last regular meeting of the fiscal year or at such other time as the Chairperson may determine, the Board shall establish a schedule for regular meetings for the next year .

**Section 2.** The Board may hold additional meetings as needed at a time and place designated by the Chairperson. The Board shall hold special meetings upon call of the Chairperson. The Chairperson shall also call a special meeting if so requested by written request or telephone communication from a majority of Board members. A special meeting shall be called by the Chairperson to convene as promptly as possible upon at least three (3) days written notice to the Board members. At special meetings, the only matters transacted will be those covered in the notice to members, unless the majority of the Board members present otherwise approves.

**Section 3.** The agenda for regular board meetings shall be prepared by the Chairperson in consultation with the President. Upon a written request by any member to the Chairperson at least five (5) days prior to a scheduled meeting that an item be included, the Chairperson shall place the subject or subjects on the agenda. All matters requiring Board action, however, may be acted on though not carried on the agenda.

**Section 4.** The agenda for a regular Board meeting shall be sent to Board members at least three (3) days in advance of such meeting. The receipt of this agenda shall serve as notice of the regular meeting.

**Section 5.** The Chairperson shall determine the order of business of regular Board. meetings

**Section 6.** A quorum for the transaction of business at any regular or special meeting shall be constituted by a majority of the members of the Board.

**Section 7.** Except as provided in Section 8 below, all Board meetings shall be conducted in accordance with the MD. STATE GOV'T *CODE ANN.* §§ 10-501 through 10-510, as such provisions may be amended from time to time. The Chairperson shall have final responsibility for assuring that Board meetings comply with these provisions.

**Section 8.** By vote of a majority of the Board members present at any meeting, the Board may enter into closed session, which shall not be open to the public. The purpose of the session and the reason(s) why it is to be confidential shall be announced in advance of the vote for closure. During any closed meetings in which the Board will discuss the President's position, salary or evaluation, the Board may excuse the President from attendance of such discussions.

No final or binding action shall be taken in a closed session.

**ARTICLE VII: COMMITTEES**

**Section 1.** The committees of the Board shall fit into one of the following categories: executive, standing or special.

**Section 2. Executive Committee.** The Executive Committee shall be composed of the three elected officers (the Chairperson, the Vice Chairperson, and the Secretary) and the Chairpersons of the standing committees. The Chairperson of the Board is the chairperson of this committee. This committee may advise the President on urgent or pressing matters when the Board is not in session and may advise the President and the Board on issues which do not fall within the purview of one of the standing committees. The Executive Committee shall meet upon the call of the Chairperson at the earliest possible time following oral or written notice to its members.

**Section 3. Standing Committees.** Unless and until otherwise decided by a vote of a majority of the members of the Board, the standing committees of the Board shall consist of the following:

- a. Academic and Student Affairs
- b. Fiscal Affairs and Capital Planning

The Chairperson of the Board shall appoint all members of standing committees, one of whom he or she shall designate as chairperson, and at least two (2) other members. The Chairperson shall make committee appointments within thirty (30) days following his or her election or as soon as possible thereafter. The terms of the standing committee appointees shall run concurrently with that of the Chairperson.

**Section 3.a. Academic and Student Affairs Committee.** This committee shall have responsibility for policy matters concerning all undergraduate and graduate academic programs and departments of the University. This committee shall make appropriate recommendations with respect to the establishment of new academic programs, policies, and procedures and shall recommend to the Board persons to receive honorary degrees and the policies governing such awards. This committee shall also consider policy matters concerning all non-academic facets of student welfare. The Academic and Student Affairs Committee shall meet at least four (4) times annually.

**Section 3.b. Fiscal Affairs and Capital Planning Committee.** This committee shall have responsibility for all matters related to the business and financial policies and practices of the University, including property management. This committee shall review the annual reporting budget prepared by the President and shall make recommendations for its approval and adoption by the Board based on the soundness of the justifications the President provides. This committee shall monitor all budgetary requests and make recommendations regarding personnel or budgetary changes which are exceptions to an approved budget. This committee shall also review and present to the Board all audit reports and any other reports regarding the annual fiscal and financial needs of the University. This committee also, based upon the recommendation of the President which shall include a justification, shall review the assigning of a name to a University facility, whether the facility is new or in use, and shall present such name to the Board of Regents for approval. The Fiscal Affairs and Capital Planning Committee shall meet at least four (4) times annually.

**4. Special Committees**

**Section 4.a. Special Committees.** As the necessity therefore arises, the Chairperson may create one or more special committees to consider any matters not properly falling within the purview of the standing committees. Except as provided in Sections 4.b, 4.c. and 4.d., at the time of

creation of a special committee, the Chairperson shall specify the term of such committee, which shall not exceed that of the Chairperson who created the special committee. A successor chairperson, however, may re-establish any special committee. The Chairperson shall determine the number of members of any special committee and shall appoint and designate the chairperson of each special committee.

**Section 4.b. Special Committees - Nominating Committee.** At least sixty days prior to the Board's last regular meeting of the fiscal year, the Chairperson shall appoint a Nominating Committee comprised of at least three members of the Board of Regents. The Nominating Committee shall be responsible for recommending persons to serve as elected officers of the Board for the next fiscal year. These recommendations will be made to the entire Board at the Board's last regular meeting of the fiscal year. An officer of the Board shall not be a member of the Nominating Committee unless that officer has removed himself or herself from consideration for election to the office.

**Section 4.c. Special Committees - Evaluation Committee.** At least sixty days prior to the Board's last regular meeting of the fiscal year, the Chairperson shall appoint an Evaluation Committee comprised of at least three members of the Board of Regents. The Evaluation Committee shall be responsible for conducting an annual review and evaluation of the President in accordance with the criteria and process specified by the Board of Regents. The Evaluation Committee shall share information with the Fiscal Affairs and Capital Planning Committee to assist that committee concerning its recommendations for the President's compensation. The Evaluation Committee shall report its recommendation concerning the President's evaluation at the last regular meeting of the fiscal year for action by the entire Board.

**Section 4.d. Special Committees - Development Committee.** The Chairperson shall appoint a Development Committee comprised of at least three members of the Board of Regents. The Development Committee shall be responsible for facilitating the fundraising efforts of the Board of Regents. Such efforts include soliciting individual Board members to participate in the identifying, cultivating and securing gifts and donations from private individuals, corporations, foundations and government agencies.

**Section 5. Committee Action.** Matters requiring Board action shall first be presented to the appropriate standing or special committee for review before going to the full Board for action. Committee action is not required in the following situations: (a) in an emergency situation, (b) if the subject matter under consideration does not fall within the authority of an existing committee, (c) if the subject matter is being considered as a result of a written request for agenda action made by any Board member pursuant to Section 3 of Article VI.

## **ARTICLE VIII**

### **COMMITTEE MEETINGS**

**Section 1.** . The Committee shall assure that the committee complies with the requirements of these By-Laws concerning a minimum number of annual meetings. The chairpersons of each standing committee shall provide written notification to all committee members of a scheduled committee meeting at least five (5) days prior to the meeting. This five (5) day notice requirement may be waived provided that each member who did not receive such notice consents to such waiver.

**Section 2.** In case of an emergency or unusual circumstances, the chairperson of each committee may call for a meeting of such committee without following the formal notice or agenda provision of this Article VIII.

**Section 3.** At least three (3) days prior to a scheduled committee meeting, the committee chairperson shall prepare and distribute the agenda for a committee meeting to all members of the committee. This three (3) day notice requirement may be waived provided that each member who did not receive three (3) days notice consents to such waiver.

**Section 4.** The format of committee meetings shall be determined by the committee chairperson.

**Section 5.** The chairperson of each committee, or his or her designee, shall preside over each committee meeting and shall prepare minutes of all committee meetings which include all matters discussed, whether or not action was taken on any matter, a record of any vote taken, and such other matters as may be required by law. The committee chairperson shall distribute committee minutes to the full Board. The committee chairperson shall be responsible for presenting reports to the full Board of Regents, for reporting committee recommendations for Board action, and for preparation of any resolutions necessary for the Board to implement committee recommendations.

**Section 6.** Except as otherwise provided in Section 7 of this Article, all committee meetings shall be held in accordance with MD. STATE GOVT CODE ANN §§10-501 through 10-510 as such statutory provisions may be amended from time to time. The chairperson of each committee shall have final responsibility for assuring that meetings of such committee comply with these provisions.

**Section 7.** By vote of a majority of committee members present at any meeting, a committee may enter into closed session, which shall not be open to the public. The purpose of the closed session and the reasons why it is confidential shall be announced in advance of any vote or closure of the committee meeting. During any meeting in which the Fiscal Affairs and Capital Planning Committee will discuss the President's position, salary, or evaluation, the committee may excuse the President from attendance of such discussions. No final or binding committee action shall be taken in a closed session.

#### **ARTICLE IX: COMMUNICATIONS AND NOTICES TO THE BOARD**

**Section 1.** Except as provided below, any person, including a University student, faculty or staff member, who wishes to address the Board or its committees at a scheduled meeting shall submit his or her request in writing to the President at least five (5) days before the scheduled meeting. Any person, including a University student, faculty, or staff member, who wishes to address the Board or one of its committees concerning any item on its agenda shall submit his or her request in writing to the President at least two (2) days before the scheduled meeting. The President will immediately forward such requests to the Chairperson of the Board or the chairperson of the appropriate committee. At the time of the scheduled Board or committee meeting, any person who has properly complied may be recognized by the Chairperson or chairperson of the committee, respectively. If so recognized, such person shall present his or her concerns as to the designated agenda item, subject to time limitations imposed by the Chairperson or committee chairperson.

**Section 2.** The President shall present his concerns and recommendations for action by the Board to the appropriate committee, except that in urgent and unusual circumstances, the President may send recommendations directly to the Board for action without first submitting them to the appropriate committee. In such circumstances, the President shall notify the Chairperson at least two (2) days before a scheduled Board meeting.

**Section 3.** In any instance where these By-Laws require that the Chairperson or committee chairperson provide written notice to the Board or committee members, such notice may be sent by mail, hand delivery or facsimile transmission.



## ARTICLE X: THE PRESIDENT

**Section 1.** The President of the University shall be the chief executive officer of the University and chief of staff for the Board of Regents, shall be elected by the Board of Regents, shall serve at the pleasure of the Board, and shall be responsible to the Board of Regents for the conduct of the University and all its affairs. In particular, the President shall: conduct planning for the University; appoint, promote, fix salaries, grant tenure, assign duties, and terminate personnel; establish admission standards; make recommendations to the Board concerning tuition and fees; administer financial aid; enter into contracts and cooperative agreements on behalf of the University; accept gifts and grants and manage endowment income; regulate and administer athletic and student activities; oversee affirmative action and equal employment opportunities; establish organizations for the administration of campus alumni affairs; be responsible for all academic matters; establish regulations for traffic and security on campus, and promote the University's development and efficiency. The President shall also conduct such other activities as are necessary to his function as chief executive officer of the University. The President shall execute and enforce all of the decisions, orders, rules and regulations of the Board with respect to the University. The President shall be entitled to the compensation established by the Board of Regents.

**Section 2.** The President shall attend all regular meetings of the Board unless his absence is excused by the Chairperson. The President shall have no right to vote at Board meetings.

**Section 3.** The President shall be a member of all faculties and shall be an *ex officio* member of all University organizations under the jurisdiction of the Board, except as otherwise provided by these By-Laws.

## ARTICLE XI: CAMPUS-BASED ORGANIZATION

**Section 1.** Students, faculty members, and staff members are free to form organizations devoted to a wide variety of objectives, and as individuals or members of organizations, to express their views on issues of University and public interest. The Board and the administrative officers of the University shall encourage free and responsible behavior by members of the academic community.

**Section 2.** Any individual or any organization of students, faculty members, or staff members that wishes to use the University's name or University facilities or resources to support its activities shall apply for and receive approval from the President or his or her designee in advance of its first formal organizational meeting. The application shall include the name and addresses of principal officers, and a brief description of the organization's basic objectives or purposes.

## ARTICLE XII: AMENDMENT, REVISION, OR REPEAL OF BY- LAWS

**Section 1.** These By-Laws may be amended, revised, suspended or repealed by a vote of a majority of the entire Board of Regents at any meeting of the Board, provided, however, that the text of an amendment, revision, or repeal as originally proposed shall be sent to the Board members at least ten (10) days before the meeting.

**Section 2.** The Board shall review the By-laws periodically and in conjunction with any proposed amendment, revision, suspension or repeal as set forth in Section 1.

**Amended and Approved by the Board of Regents August 21, 2001**

## **MORGAN STATE UNIVERSITY SMOKING POLICY**

Health risks associated with smoking are well documented. Numerous studies have indicated that exposure to second-hand smoke is a significant risk to the non-smoker. In addition, smoke is offensive to many non-smokers and potentially debilitating to some individuals. Morgan State University is responsible for providing a safe environment for its students, employees and visitors. Consequently, it is hereby established as the policy of MSU to achieve an environment as close to smoke-free as practicably possible. Where the needs of persons who smoke and the need of nonsmokers to breathe smoke-free air conflict, the need to have smoke-free air shall have priority. This policy will in no way supersede State or local law, or existing or future regulations established for fire, health or safety reasons.

### **DEFINITIONS**

- A.** Smoking is inhaling, exhaling, burning or carrying any type of lighted pipe, cigar, cigarette, or any other smoking equipment, whether filled with tobacco or any other type of material.
- B.** Vehicle means any device in, on or by which any individual or property is or might be transported.
- C.** Building means any facility where persons may enter.

### **PROVISIONS**

- A.** Smoking is strictly prohibited in all University-owned and operated buildings, stadiums and outdoor events, and in all vehicles owned and operated by the University. Doorway areas and holding docks are considered part of the building.
- B.** Smoking is strictly prohibited in Residence Halls. This includes private residence hall rooms, shared rooms, where both occupants smoke, restrooms and common areas.
- C.** Smoking is permitted only in areas outside of buildings.

### **COMPLIANCE**

This policy relies on the thoughtfulness, consideration and cooperation of smokers and non-smokers for its success. It is the responsibility of all members of the University community to observe this smoke-free policy and remind others of their responsibility.

This policy is applicable to visitors to the University. Department heads, building coordinators, and sponsors/hosts of University events are responsible for visitors' compliance with the University's smoke-free policy.

Complaints or concerns regarding this policy or disputes regarding its implementation should be referred to the appropriate supervisory personnel or in the case of students, to the Office of the Vice President for Student Affairs.

### **SANCTIONS**

The University reserves the right to impose, consistent with applicable provisions of state law and Morgan State University administrative rules, sanctions, including disciplinary actions, upon University faculty, staff and students who violate the policy.

Visitors who smoke will be requested to extinguish the cigarette, cigar, pipe, etc. and will be informed of the policy. Refusal to do so will constitute a violation of the policy and will result in appropriate sanctions, including but not limited to removal from, or denial of re-admittance to, the building or event.

## **MORGAN STATE UNIVERSITY SUBSTANCE ABUSE POLICY**

### **GENERAL POLICY:**

Under Maryland law, it is illegal for Morgan State University students, faculty and staff to possess or distribute certain classes of controlled dangerous substances. It is also illegal to be in possession of certain drug paraphernalia, Article 27, Section 276 et seq.

### **POLICY STIPULATIONS:**

1. The manufacture, distribution, and possession of Controlled Dangerous Substance (narcotics) with intent to distribute/sell by an unauthorized person is a violation of Maryland State Criminal Law, Article 27, Section 286. The possession and/or administering of a controlled Dangerous Substance is in violation of Article 27, Section 287. The violation of these laws is punishable by fines ranging from \$100 - \$25,000 and/or one to twenty-five (25) years in prison.

2. Compliance with all the rules and regulations established by the University is mandatory.

3. Any student found to be in violation of the University's policy shall be promptly separated from the University and the matter referred to the Vice President for Student Affairs or his designee and the appropriate authority.

a. First time violators of the policy will be required to attend a substance abuse program as either designed by the Task Force or an appropriate referrals agency. The length of the program shall be determined by the severity of the violation. In addition, the violator must submit a five (5) page typed report on substance abuse. The nature of this report will be determined by the Special Judicial Board.

b. Second time violators of the policy will be suspended from the University for one semester. In order to be readmitted to the University the student must submit a written request that explains why the student should be readmitted, documentation that the student has completed a certified Substance Abuse Program, and a review of what the student has learned from this experience.

c. Third time violators will be permanently dismissed from the University.

d. In cases where controlled Dangerous Substances are found to be sold to others, then permanent separation from the University will result, and appropriate legal action will be instituted against the alleged perpetrators.

### **DUE PROCESS GUIDELINES:**

1. If a student is a clear and present danger to other persons, damages property or disrupts the class, his removal should be immediate.

2. Student suspended is entitled to be given written notice of the charges against him or her according to due process (Fourteenth Amendment).

3. Notice of suspension proceedings are to be sent to the student within 24 hours.

4. Within 72 hours after student's removal, a hearing will be provided.

5. Notice and hearing generally precede a student's removal, but if urgency necessitates, such notice may follow as soon as practicable.

## MORGAN STATE UNIVERSITY DRUG AND ALCOHOL ABUSE POLICY

Morgan State University (the "University"), is dedicated to providing a campus environment free of the illegal and/or abusive use of alcohol and/or drugs. The illegal and/or abusive use of drugs and/or alcohol by members of the campus community jeopardizes the safety of the individual and the campus community, and is contrary to the academic learning process.

Morgan State University is therefore committed to having a campus that is free of the illegal and/or abusive use of drugs and alcohol. In keeping with this commitment, it is the policy of the University that the illegal and/or abusive use of drugs or alcohol is prohibited on University property or as part of University activities. Further, the possession and/or consumption of alcoholic beverages is prohibited on University premises, except as expressly permitted in writing by the President or designee. In order to inform all University employees and students of their responsibilities under this policy, the following information is provided:

I. Prohibited Conduct.

II. Disciplinary Sanctions that the University will impose on Employees and Students.

III. Applicable Legal Sanctions under Federal, State and Local Laws.

IV. Health Risks Associated with the Use of Illegal Drugs and/or Abuse of Alcohol.

### PROHIBITED CONDUCT

The University prohibits the unlawful possession, use, distribution, manufacture, or dispensing of illicit drugs by students and employees on University property or as part of University activities. The possession and/or *consumption* of alcoholic beverages is prohibited on University premises, except as expressly permitted in writing by the President or designee. Without exception, alcohol consumption is governed by Maryland statutory age restriction.

#### A. Employees and students are prohibited from:

1. Abusing alcohol or drugs;
2. Committing a controlled dangerous substance offense;
3. Committing an alcohol driving offense;
4. Working, attending class or participating in a University activity while under the influence of alcohol;
5. Working, attending class or participating in a University activity while under the influence of prescription drugs or over-the-counter drugs, if such use impairs the participant's ability to participate safely in the class or activity and/or the use is contrary to the prescribed or instructed dosage of the drug;
6. Working, attending class or participating in a University activity while under the influence of a controlled dangerous substance.

#### B. Federal Drug-Free Workplace Act Requirements

1. The University will not hire anyone who is known to engage in the illegal and/or abusive use of drugs and/or alcohol.
2. When the University learns or suspects, (based on

observation or reliable information), that an employee, and/or student employee, has committed a controlled dangerous substance offense, the University shall refer the matter to an appropriate law enforcement authority for further investigation and prosecution.

3. When an employee and/or student employee is taking medically authorized drugs or other substances which may alter job performance, the student or employee has a duty to notify the appropriate supervisor of this information.
4. All employees shall cooperate fully with the law enforcement authorities in the investigation and prosecution of suspected criminal violations.
5. An employee charged with an alcohol driving offense or controlled dangerous substance offense shall report to the employee's supervisor no later than five (5) work days after a finding of guilty, an acceptance of a plea of *nolo contendere*, or a probation before judgment.
6. The supervisor shall report the final conviction of an alcohol driving offense or a controlled dangerous substance offense<sup>1</sup> immediately to the Director of Human Resources, and in the case of controlled dangerous substance offense only, to the Vice President to whom the supervisor reports and to the Vice President for Academic Affairs. In the event it is determined by the University that an employee, including a student employee, convicted of a controlled dangerous substance offense which occurred in the workplace, was employed in the performance of a federal contract or grant in excess of twenty-five thousand dollars (\$25,000.00), the Vice President for Academic Affairs shall notify the sponsoring agency within ten (10) days of receiving notice from the employee or otherwise receiving actual notice thereof.

## II. DISCIPLINARY SANCTIONS

- A. **Students.** A student who is determined to have violated the University's Drug and Alcohol Policy, is subject to sanctions outlined in the *University Code of Student Conduct & Disciplinary Procedures*, which may include, but are not limited to suspension or expulsion from the University.
- B. **Employees. In General.** Any employee found to have used drugs and alcohol in the workplace shall be subject to disciplinary action set forth in applicable University personnel policies, including, but not limited to: **a:** The University Faculty Handbook, Personnel Manual for Executive and Professional Administrative Staff, and the University Classified Employees Manual.

1. Potential disciplinary actions include, but are not limited to, suspension and termination from University service. As a condition of continued employment, the University may require an employee to participate successfully in a drug abuse assistance or rehabilitation program. Violation of this policy may also lead to referral for prosecution to the appropriate federal, state, and or local authorities.

2. Sensitive Employees.

- a. "Sensitive employee" is defined as an employee whose classification or position has been designated sensitive by the University. "Sensitive

classification” means a classification in which the President has determined that any of the following conditions exist:

- (1) An employee in the classification has a substantially significant degree of responsibility for the safety of others and there is a potential that impaired performance of the employee could result in death of or injury to the employee or to others;
- (2) An employee in the classification is required to carry a firearm;
- (3) An employee in the classification is directly involved in efforts to interdict the flow of narcotics; or
- (4) An employee in the classification who is directly involved with narcotics law enforcement.

b. The first time a sensitive employee is convicted of an at-the-workplace alcohol driving offense, or found under the influence of alcohol while at-the-workplace, the employee shall be suspended for fifteen (15) days and required to participate successfully in an alcohol treatment program designated by Office of Human Resources.

c. A sensitive employee convicted of an off-the-workplace alcohol driving offense, and a non-sensitive employee convicted of any alcohol driving offense shall:

(1) On the first conviction be referred to the Office of Human Resources, and in addition, be subject to any other appropriate disciplinary action;

(2) On the second conviction, at a minimum, be suspended for at least five (5) days, be referred to the Office of Human Resources, be required to participate successfully in a treatment program, and in addition, be subject to any other appropriate disciplinary actions, up to and including termination;

(3) On the third conviction, be terminated.

d. A sensitive employee convicted of any controlled dangerous substance offense shall be terminated.

e. A sensitive employee who tests positive for a controlled dangerous substance as a result of a random drug test shall be suspended for fifteen (15) work days and be required to participate successfully in a drug treatment program designated by The Office of Human Resources.

f. A sensitive employee who abuses a legally prescribed drug or an over-the-counter drug shall, on the first offense:

(1) Be suspended for five (5) work days; and

(2) Be required to participate successfully in a drug treatment program designated by the Office of Human Resources.

### **III. APPLICABLE LEGAL SANCTIONS UNDER FEDERAL, STATE AND LOCAL LAWS RELATING TO ALCOHOL AND DRUG USE.**

Employees and students at the University are subject to federal, state, and local laws regarding the possession and distribution of illegal drugs. Federal law states that it is unlawful to possess a controlled dangerous substance, including marijuana, cocaine, LSD, PCP, heroin, designer drugs, etc.<sup>2</sup> If the substance is cocaine, or contains a cocaine base, the penalty for simple possession is a fine and/or imprisonment from 5 to 20 years.

For other illegal drugs, the penalty for simple possession is a fine of at least \$1,000.00 and/or imprisonment up to 3 years. The penalties increase if the possession includes intent to manufacture, distribute, or dispense a controlled substance, especially if done near a public or private elementary, vocational, or secondary school or a public or private college or university. Additionally, any person who violates this law shall be liable for an amount up to \$10,000.00 in civil penalties.

In addition to Federal laws, the state of Maryland has its own laws dealing with distribution, manufacturing, and possession of controlled substances. For instance, any person who unlawfully manufactures or distributes any narcotic drug may be fined up to \$25,000.00 and may be imprisoned for up to 20 years for a first offense.<sup>3</sup>

Employees and students at the University are subject to state and local laws for drinking and obtaining alcohol.<sup>4</sup> It is illegal in the State of Maryland for any person under 21 years of age to obtain alcohol, or to possess alcoholic beverages with the intent to consume them.<sup>5</sup> It is also illegal in most situations to furnish alcohol to person under 21 years of age.<sup>6</sup> The penalty is a fine of up to \$500.00 for a first offense, and up to \$1,000.00 for repeat offenses.

In addition, state law dictates that it is illegal to possess alcohol in an open container in any parking lot of any shopping center or retail store, unless given permission by the owner. The penalty is a fine of up to \$100.00.<sup>7</sup> It is also illegal to consume alcohol on any public property or highway, unless authorized by the governmental entity which has jurisdiction over the property, with penalties including a fine of up to \$100.00.<sup>8</sup>

Employees and students are also subject to State and local laws governing drinking and driving. A person may not drive or attempt to drive while intoxicated or under the influence of alcohol. Individuals under 21 years of age with a blood alcohol level ("B.A.L.") of only .02 (approximately 1 drink) will be charged with a violation of restricted license and result in suspended license until the age of 21 years.<sup>9</sup> Any individual with a B.A.L. of .07 or more will result in a violation of Driving While Under the Influence. <sup>10</sup>A B.A.L. of 10 or more will result in a violation of Driving While Intoxicated.<sup>12</sup>

Any of these violations will result in fines, imprisonment, or both. It is unlawful to drive while under the influence of any Controlled Dangerous Substances whether or not they are illicit (prescribed or unlawfully obtained).<sup>13</sup> A person can still be charged with these violations even though they possess a driver's license from another state.

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1"Controlled substances" and "illegal and/or abusive use of drugs" prohibited under this policy are those set forth in Schedules I through V in Article 27, part 279 of the Annotated Code of Maryland.

2Federal Law Title 21 U.S.C. Sections 841 and 844-845

3Md. Ann. Code Art.27, Section 286

4Md. Ann. Code Art.27, Section 400A

5Md. Ann. Code Art.27, Section 400 to 403

6Md. Ann. Code Art. 27, Section 401A

7Md. Ann Code Art. 2B, Sections 19-301, 19-302

8Md. Ann code Art. 2B, Sections 19-203 to 19-204

<sup>9</sup>Md. Ann. Code Transportation Art., Section 21-902

10 2Md. Ann Code Transportation Art., Section 16-113(b)

11Md. Ann. Courts and Judicial Proceedings Art., Section 10-307(d)

12Md. Ann. Courts and Judicial Proceedings Art., Section 10-307(2)

13Md. Ann Code Transportation Arts., Sections 21-902 (c) (d)

#### **IV. HEALTH RISKS ASSOCIATED WITH THE USE AND ABUSE OF ALCOHOL AND ILLICIT DRUGS**

Substance abuse, the abuse of alcohol and drugs, is now recognized as the number one public health problem in the United States. Approximately 30% of all admissions to general hospitals and 50% of admissions to psychiatric hospital have detectable substance abuse. Substance abuse accounts for approximately 150,000 deaths annually. This includes deaths from stroke, disease of the heart and liver, and all alcohol and drug related suicides, homicides, and accidents. Early detection can minimize or prevent the devastating consequences of substance abuse.

Substance abuse and substance dependence are two different phenomena, as delineated below. Taken together, however, they are the leading cause of death, dysfunction and disability for much of the working-age population individuals between the age of 18 and 50. Substance abuse is a practiced behavior involving intoxication and high risk actions.

Substance abuse is a pattern of behavior (not a disease) which involves use of alcohol or drugs to levels of disinhibition and associated high risk actions. Substance abuse is periodically practiced by twenty to eighty percent of the people who are between 20 and 40 years old. Substance dependence is a disease that responds to treatment and relapses when treatment is stopped.

Substance dependence is a disease affecting ten to twelve percent of the population, resulting in an intermittent inability to control the use of alcohol or drugs, with repetitive adverse consequences. As a disease, it has defined risk factors, signs and symptoms, a predictable natural history, a good response to treatment if treatment is effectively embraced, and a risk of relapse if the treatment regimen is not followed.

More detailed information may be obtained by calling: Campus Counseling Center at 443.885.3130.

#### **V. DRUG AND ALCOHOL PROGRAMS AVAILABLE ON CAMPUS**

##### **A. BACCHUS**

Student Volunteer Organization  
202 Carter-Grant-Wilson Building \* Phone: (443) 885-3130  
BACCHUS (Boost Alcohol Consciousness Concerning the health of University Students) is a volunteer student organization offering peer counseling and intervention as well as peer education concerning substance abuse problems.

##### **B. Morgan Christian and Inner Faith Center**

Contact: Director \* Phone: 410.254.7166  
The Christian and Inner Faith Center provides spiritual guidance and counseling.

##### **C. Counseling Center**

Contact: Nina Hopkins, Director \* Phone: 443.885.3130  
The Counseling Center provides information, counseling, and referral services for students.

##### **E. Student Health Services**

Woolford Infirmary Health Center  
Dr. Ruth Agwuna, Medical Director  
Kathy Chan, Physician Assistant  
Ms. Patience Ekeocha, Nurse Practitioner



Phone (443) 885-3236

The Student Health Services provides short-term counseling, health education, and referrals. Physicians, psychologists, and nurses are available to provide immediate counseling as well as educational material related to drug and alcohol abuse.

**F. Employee Assistance Program**

Phone (410) 767-1012 (Baltimore)

1- 800 - 411-5123 (Outside of Baltimore)

The Employee Assistance Program (EAP) is a confidential service provided to help State employees who are facing personal situations that affect their lives and job performance. Employees are referred to American Psych Systems or their health care provider for further counseling or treatment.

**VI. RESPONSIBLE ADMINISTRATIVE OFFICE**

The Policy on Drug and Alcohol Abuse shall be distributed annually as follows:

To Students by the Office of the Vice President for Students Affairs,  
To Faculty and Staff Office of Human Resources

The Director of Human Resources shall conduct a biennial review (every two years) of the University's policy and its implementation and shall report to the President on the effectiveness of the program, including a determination that the policy and applicable disciplinary sanctions are being followed. The report shall also include recommendations for corrective action or additional activities to enhance the program's effectiveness. The Director of Human Resources and the Vice President for Student Affairs shall be responsible for overseeing all actions and programs relating to this policy.

**VII. EFFECTIVE DATE**

The effective date of this policy shall be **November 16, 1999**. All preceding Morgan State University Drug and Alcohol Policies are hereby repealed.

### PROCEDURES FOR PAYMENT OF SUMMER CONTRACTS FOR FACULTY

In October, 1992, The Board of Regents approved a resolution to change the academic year from 10 months to 9 ½ months, thus allowing faculty members to receive maximum salary support from grants during the summer period. In December of 1992, Morgan State University faculty members were given the opportunity to retain their original 10 month contract or to submit an amendment changing their contract to 9 ½ months.

Faculty members who selected the 9 ½ month contract are now in the position to increase their work time and salary (supported by Federal grants) during the summer period. The salary paid is for full-time employment during the summer. Therefore, faculty members who select the 9 ½ month option can earn up to 26.3% of their regular University salary for the 2 ½ month summer period and faculty members on the 10 month contract can earn 22% of the regular University salary during the two month period.

The following procedure will be followed by faculty members who are awarded grants for the summer period.

1. Obtain Personnel Request Form ("PF-10") form and CPB 311 from the Office of Human Resources.
2. Calculate the summer salary using the salary base for the preceding academic year. Faculty on 9 ½ month salary may earn up to 26.3% of salary base and faculty on the 10 month contract may earn up to 22% of the salary base.
3. Complete and submit the PF-10 and CPB 311 and obtain the approval of the appropriate Dean. **PLEASE NOTE: The effective date of the summer contract cannot begin before the end of the regular contractual period and must end before the start of the new contractual period.**
4. Forward the completed forms to the Office of the Vice President for Academic Affairs for approval. This procedure should be completed four weeks prior to the starting date.
5. The Office of the Vice President for Academic Affairs will verify that the salary falls within the salary allotment and will forward the approved forms for processing.
6. Faculty members must submit timesheets at the end of each pay period for work performed. Timesheets must be signed by the appropriate supervisor (The Chair and/or Dean) and then forwarded to the Payroll Office for payment.

## POLICY ON DISCLOSURE OF STUDENT RECORDS

### I. CONTENTS AND NOTICE OF POLICY

It is the policy of Morgan State University to comply with the Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, concerning the disclosure of student records. This Policy outlines the rights of students and procedures by which students may obtain access to education records. A copy of this Policy shall be provided annually to each current student with registration materials.

### II. DEFINITIONS

- A. **"Disclosure"** means permitting access or the release, transfer, or other communication of education records of the student or the personally identifiable information contained therein, orally or in writing, or by electronic means or by any other means to any party.
- B. **"Education records"** means any record (in handwriting, print, tape, film, microfilm, or other medium) maintained by the University that is directly related to a student, **except:**
- (1) a record that is made by University faculty or administrators for their own use, which is not accessible or revealed to others;
  - (2) an employment record that relates exclusively to an individual in that individual's capacity as an employee and is not available for use for any other purpose. However, if a currently enrolled student is employed as a result of the individual's status as a student, records relating to that employment are education records.
  - (3) a record maintained by the University Police solely for law enforcement purposes that is kept separately from the education records described above;
  - (4) a record maintained by health care professionals acting in his/her capacity that is used only for treatment purposes and made available to those persons providing the treatment; or
  - (5) a record that contains only information about the activities of a former student after the individual no longer attends the University and that does not relate to the individual as a student.
- C. **"Personally identifiable information"** means a student's name, a name of a student's parent or family member, and address of a student or a student's family, a personal identifier, such as a social security number or student number, a list of personal characteristics or any information that would make a student's identity traceable.
- D. **"Student"** means an individual who attends or has attended Morgan State University and on whom education records are maintained.

### III. RIGHT OF ACCESS

#### A. Right of Access

A particular student has a right to inspect and review the student's own education records. When a record contains information about more than one student, a particular student may inspect and review only the records that relate to that particular student.

#### B. Limitations

The University will not allow a student access to:

- (1) the financial statement of the student's parents;
- (2) records connected with an application for admission to the University that was denied;
- (3) confidential letters of recommendation placed in the student's file before January 1, 1975, that were solicited with an assurance of confidentiality and are used only for the intended purpose, or letters and statements of recommendation for which the student has executed a waiver of access; or
- (4) records excluded from the definition of education records under Section II of this Policy or under federal law or regulation.

#### C. Procedure

##### (1) Request Required

To access education records, a student shall submit a written request to the Registrar, Office of Records and Registration, Montebello Complex, A Wing, Morgan State University, Cold Spring Lane and Hillen Road, Baltimore, Maryland 21251.

##### (2) Form of Request

Each request for access to education records must contain the student's signature, include the student's social security number, and identify as precisely as possible the record or records the student wishes to inspect.

##### (3) University Response

The University will arrange for access as promptly as possible and notify the student of the time and place where the records may be inspected. The student will be given access to the record within 45 days from the receipt of the request. In the usual case, arrangements will be made for a student to read the student's records in the presence of a staff member.

##### 4) Reproduction of Records

A student ordinarily may obtain copies of the student's records by paying reproduction costs. The fee for photocopies is \$.25 per page and there is no charge for the search and retrieval of the records. No copies of any transcripts in the student's records other than the student's current University transcript will be provided. Official University transcripts with the Morgan State University seal will be provided at a higher cost. A student who has an unpaid financial obligation to the University may not obtain a copy of the student's transcript or records concerning the student that are not education records.

**D. Types and Locations of Education Records Maintained at the University**

The following is a list of the types of records that the University maintains, their locations, and their custodians. Please note that all requests for access to records should comply with the requirements of Section III-C (1) and (2) of this Policy and must be initiated through the Office of Records and Registration.

- (1) **Admissions Records:** Applications and transcripts from institutions previously attended.
  - a. **Undergraduate:** Director of Admissions, Montebello Complex.
  - b. **Graduate:** Dean of Graduate Studies, Holmes Hall.
  
- (2) **Registration Records:** Ongoing academic and biographical records for all students.  
Registrar, Montebello Complex.
  
- (3) **The Bursars Office:** Accounts receivable, records of financial charges, and financial credits with the University for all students.  
  
Bursar, The Montebello Complex.
  
- (4) **Residence Life Records:** Students' housing records  
Director of Residence Life, Harper-Tubman House.
  
- (5) **Financial Aid Records:** Financial aid applications, awards, and needs analysis statements (but no student access to parents' confidential statements).
  - a. **Undergraduate:** Director of Financial Aid, The Montebello Complex.
  - b. **Graduate School:** Dean of Graduate Studies, Holmes Hall.
  
- (6) **Judicial Affairs Records:** Students' judicial and disciplinary records.  
Vice President of Student Affairs, Truth Hall.
  
- (7) **Counseling Center Records:** Biographical data, summaries of conversations with students, test results. (Where records are made and used only for treatment purposes, they are not education records and are not subject to this policy).  
Director of Counseling Center, Carter Grant Wilson Building.
  
- (8) **Career Development Center Records:** Recommendations, unofficial copies of academic records.  
  
Director of Career Development Center, The Montebello Complex.
  
- (9) **Miscellaneous Records:** Various miscellaneous records kept by deans and departments.
  - a. **Dean,** The Dean's office of each school.
  - b. **Department Chairperson,** Departmental office.

**E. Waiver**

A student may waive the right of access to confidential recommendations in the

following areas:

- (1) admission to any educational institution;
- (2) job placement; and
- (3) receipt of honors and awards.

A waiver must be in writing. The University will not require such waivers as a condition for admission or receipt of any service or benefit. If right of access is waived, the student will be notified, on written request, of the names of all persons making confidential recommendations. Such recommendations may be used only for the purpose for which they specifically were intended. A waiver may be revoked in writing any time, and the revocation will apply to all subsequent recommendations.

#### **IV. DISCLOSURES OF PERSONALLY IDENTIFIABLE INFORMATION**

##### **A. Consent Required**

Except as provided in Section IV-B and IV-C below, the University will not release personally identifiable information in education records, or allow access to those records without prior consent from the student. The consent must be in writing, signed by the student, and dated. The student must specify the records to be disclosed, the identity of the recipient, and the purpose of disclosure. A copy of the record disclosed will be provided to the student on request and at the student's expense.

##### **B. Exception for Directory Information**

- (1) "Directory Information" means information that would generally not be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, a student's name, permanent and local address, electronic mailing address (e-mail), permanent and local telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational institution attended.
- (2) Directory information about a student may be disclosed by the University and may appear in public documents unless the student notifies the University in writing to the contrary by filing a written notice to the University that the student wishes the University not to disclose any or all of the information within three weeks of the first day of the semester in which the student begins each year. To avoid automatic disclosure of directory information, a student must file a notice each year with the Office of Records and Registration within the allotted time.

##### **C. Other Exceptions for Personally Identifiable Information**

The University may, without the consent of a student, disclose to the following persons personally identifiable information from the student's education record, including: the student's name, address, social security number, personal

characteristics and other information that would make the student's identity easily traceable, and the name and address of the student's parents: name, address, social security number, personal characteristics and other information that would make the student's identity easily traceable, and the name and address of the student's parents:

- (1) School officials of the University who are or may be in a position to use the information in furtherance of a legitimate educational objective.

A "**school official**" is a person employed by the University in an administrative, supervisory, academic, research, or support staff position; a member of the Board of Regents; and a person employed by or under contract to the University to perform a special task, such as an attorney or auditor.

A school official has a "legitimate educational interest" if the official:

- (a). performs a task specified in the official's job description or by a contract agreement;
- (b). performs a service related to a student's education;
- (c). performs a service related to the discipline of a student; or
- (d). provides a service or benefit related to the student's family, such as health care, counseling, job placement, or financial aid.

- (2) Officials of another institution where the student seeks or intends to enroll, is enrolled, or receives services. The University shall notify the student of the other institution's request for information and, on request, provide the student with a copy of the record that was disclosed.

- (3) Authorized representatives of the Comptroller General of the United States, the Secretary of Education, the Commissioner of the Office of Education, the Director of the National Institute of Education, the Administrator of the Veterans' Administration, the Assistant Secretary of Education, and State educational authorities, but only in connection with the audit or evaluation of federally supported education programs, or enforcement of or compliance with federal legal requirements relating to these programs. Subject to controlling federal law or prior consent, these officials will protect information received so as not to allow personal identification of students to outsiders.

- (4) Authorized persons and organizations that are given work in connection with a student's application for or receipt of financial aid, but only to the extent necessary to determine eligibility, amount or conditions of financial aid or to enforce terms and conditions.

- (5) Persons to whom such information is specifically required to be reported by effective State law adopted before November 19, 1974.

- (6) Organizations conducting educational studies for or on behalf of the University for the purpose of developing, validating, or administering predictive tests, administering student aid programs and improving instruction. The studies shall be conducted so as not to allow personal identification of students to outsiders, and the information will be destroyed

when no longer needed for these purposes.

- (7) Accrediting organizations for purposes necessary to carry out their functions.
- (8) Parents of a student who claim the student as a dependent for federal income tax purposes.
- (9) Appropriate parties in connection with an emergency, where knowledge of the information is necessary to protect the health or safety of the student or other individuals.
- (10) In response to a court order or lawfully issued subpoena. The University will make reasonable efforts to notify the student before complying with the order or subpoena.

**D. Record of Disclosures**

The University will maintain with a student's education records a list of each request and each disclosure of personally identifiable information. The list will not include disclosures:

- (1) to the student;
- (2) pursuant to the written consent of the student (the written consent itself will suffice as a record);
- (3) to instructional or administrative officials of the University; or
- (4) of directory information.

The disclosure record shall indicate each party that has requested or received the information and the legitimate interest the party had in requesting or receiving the information. The record may be inspected by the student, the official custodian of the records, and other University and governmental officials.

**V. CORRECTION OF EDUCATIONAL RECORDS**

**A. Request to Correct Records**

A student who believes that information contained in the student's education records is inaccurate, misleading, or violative of privacy or other rights may submit a written request to the Office of Records and Registration. A request must identify the specific document(s) being challenged and the basis for the complaint. Within a reasonable time after receiving the request, the University will decide whether to amend the records. The student shall be notified of the decision in writing. If the decision is to refuse to amend, the student will be notified and will be advised of the right to a hearing. The student may then exercise that right by written request to the Registrar.

**B. Hearing**

On request by a student, the University will provide an opportunity for a hearing to challenge the content of the student's records. A request for a hearing should be in writing and submitted to the Office of Records and Registration. Within a reasonable time after the request is received, the student will be given written notice of the date, place, and time of the hearing. The hearing shall be set a



reasonable time after the notice is given and will be conducted by a University official who does not have a direct interest in the outcome. A student will have a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of the student's choice at the student's expense, including an attorney.

Within a reasonable time after the hearing, the Hearing Officer will notify the student in writing of the University's decision. The decision will be based solely on evidence presented at the hearing and will include a summary of the evidence and the reasons for the decision. If the University decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, the University will amend the records accordingly.

**C. Right to Place an Explanation in the Records**

If, as a result of the hearing, the University decides that the information is not inaccurate, misleading, or otherwise in violation of the student's rights, the University will inform the student of the right to place in the student's record a statement commenting on the information and/or explaining any reasons for disagreeing with the University's decision. Any such explanation will be kept as part of the student's record as long as the contested portion of the record is kept and will be disclosed whenever the contested portion of the record is disclosed.

**VI. RIGHT TO FILE COMPLAINT**

A student alleging University noncompliance with the Family Educational Rights and Privacy Act may file a written complaint with the Family Educational Rights and Privacy Act Office (FERPA), United States Department of Education, Washington, D.C. 20202.

**Approved by the Board of Regents 3/11/1999**

## **POLICY GRANTING LIMITED BENEFITS TO FULL-TIME CONTRACTUAL EMPLOYEES**

### **I. Purpose and Applicability**

To establish a policy for granting full-time contractual employees certain leave benefits at Morgan State University.

### **II. General**

A. Contractual employees at Morgan State University shall be eligible for certain benefits to include compensation for eight (8) holidays, six (6) days of annual leave and three (3) days of leave which can be used for either personal reasons or for illness. Benefits for part-time employees shall be earned at a rate of 50% of full-time contractual employees. Contractual employees whose contracts are funded by external sources (e.g., grants) may be eligible for greater benefits.

B. Leave benefits shall not be carried over from one contract period to another.

C. Contractual employees are not eligible to receive credit from Morgan State University for leave earned by the employee another Maryland state agency

### **III. Terms Defined**

A. "Contractual employee" means a person who under a written agreement provides personal services to the University for remuneration, for a specific period of time and is not employed in a budgeted position. Faculty, students, consultants, and independent contractors are excluded from this definition.

B. "Full-time" means a person who has a University employment contract for a term of six (6) months or more in duration, and that contract provides for a 40 hour or more work week.

C. "Part-time" means a person who has a University employment contract for a term of six (6) months or more in duration, and that contract provides for less than 40 hours but more than 20 hours per week.

D. "Student" means a person who matriculates full-time at Morgan State University and who has a part-time contract.

E.. Unused Holidays. Contractual employees shall be afforded an opportunity to use all Holiday leave which they have earned. A contractual employee who is required to work on a scheduled holiday, may request to use the earned holiday leave on an alternative date prior to the termination of their contract term. The holiday leave request may be granted by the supervisor unless the supervisor determines that the day off will unduly interfere with the conduct of University business. Unused holidays shall be forfeited upon the employee's separation from University service. Contractual employees shall not receive a cash payment for working a holiday.

### **V. Annual Leave.**

#### **A. Rates of Earning Annual Leave.**

1. Full-time contractual employees are eligible to receive the following compensation:

a. Per Annum - 6 days (48 hours) of annual leave.

b. Accrual Rate - .5 days per month commencing on the date of employment.

2. Part-time contractual employees are eligible to receive the following compensation:

a. Per Annum - 3 days (24 hours) of annual leave.

b. Accrual Rate - .25 days per month commencing on the date of employment

**B. Availability.** Leave must be approved in advance by the supervisor or designee in accordance with guidelines established by the supervisor.

**C. Unused Annual Leave.** All unused annual leave shall be forfeited upon the employee's separation from University service.

#### **VI. Personal/ Sick Leave.**

##### **A. Rates of Earning Personal/Sick Leave.**

**1. Full-time contractual employees are eligible to receive the following compensation:**

- a. Per Annum - 3 days (24 hours) of personal/sick leave.**
- b. Accrual Rate - 2 hours per month multiplied by the number**

**of months in the contract term.**

**2. Part-time contractual employees are eligible to receive the following compensation:**

- a. Per Annum - 1.5 days (12 hours) of personal/sick leave.**

**B. Unused Holidays.** Contractual employees shall be afforded an opportunity to use all holiday leave which they have earned. A contractual employee who is required to work on a scheduled holiday, may request to use the earned holiday leave on an alternative date prior to the termination of their contract term. The holiday leave request may be granted by the supervisor unless the supervisor determines that the day off will unduly interfere with the conduct of University business. Unused holidays shall be forfeited upon the employee's separation from University service. Contractual employees shall not receive a cash payment for working a holiday.

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- a. Per Annum - 1.5 days (12 hours) of personal/sick leave.

Contractual employees shall not receive a cash payment for working a holiday.

#### **V. Annual Leave.**

##### **A. Rates of Earning Annual Leave.**

1. Full-time contractual employees are eligible to receive the following compensation:

- a. Per Annum - 6 days (48 hours) of annual leave.
- b. Accrual Rate - .5 days per month commencing on the date of employment.

2. Part-time contractual employees are eligible to receive the following compensation:

- a. Per Annum - 3 days (24 hours) of annual leave.
- b. Accrual Rate - .25 days per month commencing on the date of employment

**B. Availability.** Leave must be approved in advance by the supervisor or designee in accordance with guidelines established by the supervisor.

**C. Unused Annual Leave.** All unused annual leave shall be forfeited upon the employee's separation from University service.

**VII. Effective Date.** The holiday leave component of this policy becomes effective on **February 16, 2000**. The annual and personal/sick leave component will become effective **July 1, 2000**. The President will develop and adopt personnel procedures consistent with this policy.

## **POLICY ON PROFESSIONAL COMMITMENT OF FACULTY**

### **I. COMMITMENT OF THE INSTITUTION**

A faculty member who accepts an appointment at Morgan State University makes a major professional commitment to the mission and goals of the institution and its students with the essential components of instruction; student direction and advisement; research; professional, public and institutional service; and administration. These vary in their relative distribution of time according to the particular talents and interests of the faculty member and the needs of the academic unit as determined by the department chair or other responsible administrator.

Consulting or professional services rendered within the University during an appointment period may not carry a stipend except with the advance approval of the President or his designee.

### **II. EXTERNAL COMMITMENTS**

#### **A. Professional Consulting**

1. Consulting or professional services which carry a stipend and are rendered to another State agency in Maryland require the advance approval of the President or designee.
2. A faculty member may not make substantial use of the physical resources of his or her institution in connection with consulting activities unless the institution is reimbursed in accordance with prior arrangements or unless the President or designee waives such reimbursement.
3. A faculty member shall not convey endorsement by the University of the recommendations or results from his or her consulting activities and must include a statement in any document, which reports the results or recommendations of the consulting activities, that the contents of the reports or recommendations are not necessarily those of Morgan State University.
4. No individual shall enter into an agreement in the pursuit of consulting services which conflicts with the University's policies on intellectual property without the written waiver or consent of the President or designee.

#### **B. Conflict of Interest and/or Commitment**

Although external activities enhance the University, they also bring with them the potential for conflicts of interest and conflicts of commitment. A conflict of interest arises when the faculty member influences, or is in a position to influence, the institution's decisions for personal financial gain or benefit. A conflict of commitment situation arises when outside activities substantially interfere with the person's obligation to students, colleagues, or the institution.

1. It is recognized that some situations carry the potential for conflict, while not manifesting an actual conflict because of careful attention to ethics on the part of the faculty member and the institution. In instances where a conflict or

appearance of conflict of interest may arise in the context of the State Ethics Law, an advisory opinion should be obtained from the State Ethics Commission.<sup>1</sup>

2. In situations, which have the appearance of conflict, a faculty member must inform the department chair or other appropriate administrator according to University procedures.

### III. APPLICATION

- A. Nothing contained in this policy shall be construed as imposing any obligations on faculty members to the University beyond those required by law or contract, not as adding any grounds for termination of a faculty appointment beyond those stipulated in the policies governing faculty appointments, ranks, and tenure, as approved by the Board of Regents.
- B. Procedures shall be developed and published to implement this Policy. Such procedures shall include provisions for regular reporting by faculty members to the institution on all outside professional consulting and external professional services, and any other external professional activities, whether income producing or not.

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<sup>1</sup>The Maryland Public Ethics Law (Article 40A of the *Maryland Annotated Code*) provides that a State official or employee cannot be employed by, or have a financial interest in, any entity which is negotiating or has entered into a contract with the State agency or institution where he or she is employed. (Section 3-103 (a)(1) (I). The Maryland Public Ethics Law similarly bars a State official or employee from holding any other employment relationship, which would impair the impartiality and the independence of judgment of an official or employee. (Section 3-103 (a)(1) (ii). The Public Ethics Law defines "financial interests" as:

- (1) Ownership of any interest as a result of which the owner has received, over the past three years, or is presently receiving, or in the future is entitled to receive, more than \$1,000 per year, or
- (2) Ownership, or the ownership of securities of any kind representing or convertible into ownership, of more than 3% of a business entity.(Section 1-201 (m).

**Approved by the Board of Regents 03/20/1996**

**POLICY ON CONFLICT OF INTEREST FOR FACULTY INTEREST IN SPONSORED RESEARCH AND ECONOMIC DEVELOPMENT**

- I** Maryland law establishes certain conditions for faculty interest in certain sponsored research or development activities, as a part of its other ethics requirements specified in the law. The following policy is consistent with these conditions.
- A.** A faculty member may have an interest in or serve as an employee, director, or officer of an entity engaged in sponsored research or development, or an entity having a direct interest in the outcome of sponsored research, if:
1. such interest, service, employment, or other relationship to the entity is publicly disclosed on a form approved by the State Ethics Commission. The form shall be filed with the Commission and a copy maintained as a public record at the educational institution, and
  2. the interest, service, employment, or other relationship to the entity is approved by the President in accordance with the University's faculty conflict of interest policies and procedures and this policy. No interest, service, employment, benefit or other relationship shall be approved if the faculty member has substantial agency policy or management responsibility for the sponsored research or development.
- B.** If the above provisions are not met, the faculty member is not exempt from any of the provisions of Title 3 of Article 40A of the *Annotated Code of Maryland*. Exemption provisions under this section apply only to faculty activities related to sponsored research or development and not to other activities by the faculty member that may constitute a conflict of interest, but is not related to the sponsored research or development.

**II. PROCEDURES**

- A.** The University shall develop and implement a procedure for faculty seeking approval to hold an interest in or to serve as an employee, director, or officer of an entity engaged in sponsored research or development, or an entity which:
1. has a direct interest in the outcome of sponsored research or development administered by the University;
  2. is engaged in sponsored research or development administered by the University;
  3. participates in economic development programs administered by the University.

**B.** Procedures shall include:

**1.** Disclosure Provisions

There shall be a requirement for timely disclosure of faculty interest, service, employment, gifts or other relationships to the entity. The disclosure shall include those relationships which would be required for filing under title 4 of Article 40A of the Maryland Annotated Code and should address both actual conflict and the appearance of conflict.

## 2. Review

Disclosures of interests shall be reviewed by person(s) able to determine whether or not the disclosed interest represents a harmful interest. Approval shall not be granted where harmful interest is

determined. Approval shall not be granted if the faculty member has a substantial policy-making or management responsibility for the proposed program or sponsored research. The disclosure shall be filed publicly with the State Ethics Commission, and with the University.

## 3. Exemptions from Disclosure Requirements

Any exemptions from the disclosure requirements must have the written approval of the President. The President's determination is final. Exemptions granted under this policy do not relieve a faculty member's continuing obligation to adhere to other aspects of the University's policies or to the obligation to adhere to other provisions of the Maryland Public Ethics Law.

## 4. Guidelines

The University shall develop guidelines to insure that activities conducted under sponsorship do not improperly give advantage to the sponsoring entity because of its affiliation or involvement with a faculty member.

## III. Reporting

The President shall submit a report of exemption by June 30 of each year to the Legislative Policy Committee of the Maryland General Assembly.

## IV. Definitions

A. "Faculty conflict of interest policies and procedures" means all policies and procedures of the University which relate to the professional conduct of faculty members.

B. "Harmful interest" means an interest which when examined under the review procedures is found to be so influential as to impair impartiality in the conduct of the research, the interpretation of the results of the research and/or determination of priorities due to the conduct of other professional commitments to the University.

C. "Sponsored research or economic development" means those basic and applied research activities which are performed under written agreement with an extramural agency wherein a faculty member provides services to entities engaged in research and development.

Approved by the Board of Regents 03/20/1996



## SABBATICAL LEAVE

The President has the power to grant sabbatical leaves to faculty members. Only Assistant Professors, Associate Professors, or Full Professors are eligible for sabbatical leave. Such faculty members must also have been on active, full-time service with the University for a period of at least six years subsequent to any previously granted leave.

Faculty requests for sabbatical leave shall be submitted in writing to the Chairperson of the faculty member's department *no later than October 31 of the year preceding the year in which sabbatical leave is sought*. The written request shall explicitly set forth the nature of the proposed sabbatical project and describe how the granting of the requested leave will be professionally beneficial to the faculty member and to the University.

The Department Chairperson will then forward the request with his/her recommendations to the appropriate Dean. The Dean will submit the request with his/her recommendation to the Vice President for Academic Affairs who will forward it to the President.

The request shall be accompanied by an endorsement that the services of the faculty member can be spared during the sabbatical period and that sufficient funds are available in the operating budget of the University for appointment of a temporary replacement if required. The President must approve the request.

*A faculty member applying for sabbatical leave shall agree, as a condition of the leave, to return promptly to the University at the end of the sabbatical period and to remain at the University for at least the next two succeeding academic years unless the Board otherwise decides. If a faculty member fails to return or fails to remain in service for at least two years, he/she repays the whole or a proportionate share of the salary paid him/her during his/her leave.*

Sabbatical leave may be granted for one five-month period on full salary, or for one ten-month period on one-half salary.

All benefits and privileges of a faculty member on sabbatical leave shall be continued in the same manner as if he/she were not on such leave (i.e., salary merit increases, opportunity for promotion, retirement benefits, etc.).

Seniority shall usually be considered in the selection of a faculty member for sabbatical leave.

Regular employment by the faculty member while on sabbatical leave is prohibited without prior approval by the President. He/she shall be permitted to accept, in addition to the salary he/she receives from the University, only such awards, grants, contracts, fellowships, etc. as may also be given in aid of the approved sabbatical project. Compensation for occasional consulting services rendered during the sabbatical period shall not be considered as payment for salaries and wages.

Approved by the Board of Regents 03/28/85

**REQUESTS FOR SABBATICAL LEAVE  
TIME LINE PROCEDURES**

1. Requests for sabbatical leave shall be submitted as a proposal in writing to the Department Chair no later than October 31 of the year preceding the year in which sabbatical leave is sought.
2. The Department Chair then forwards the request with his/her recommendations to the appropriate Dean.
3. The Dean will submit the request with his/her recommendation to the Provost and Vice President for Academic Affairs no later than the December 15th preceding the year in which the sabbatical leave is sought.

## **POLICY ON PATENTS**

### **I. OBJECTIVES**

The objectives of this policy are to encourage and aid research at Morgan State University, to provide financial compensation as well as professional recognition to inventors, and to protect and best serve the public interest. To these ends, this policy encourages disclosure of inventions and discoveries and their evaluation for possible patenting and licensing and establishes principles for determining the rights of the University and inventors. Morgan State University encourages scholarly publication of the results of faculty and student research.

### **II. APPLICABILITY**

- A.** The Morgan State University Patent Policy applies to all personnel.
- B.** As used in this Policy, “personnel” means all paid and unpaid full-time and part-time faculty members and staff, and all paid employees (including those on approved leaves); students, volunteers and fellows.

### **III. GENERAL POLICY**

- A.** Morgan State University has an interest in all inventions of personnel which are conceived or first actually reduced to practice as a part of or as a result of: a University administered program of research; activities within the scope of the inventor’s employment by the University; or activities involving the use, to a substantial degree, of University time, facilities, or materials or of University information not available to the public. “Invention” means any invention or discovery which is or may be patentable or which may be commercially licensable. At the time of appointment of visiting faculty and personnel a signed acknowledgment of this Policy will be required. An invention shall be considered as resulting from activities “within the scope of the inventor’s employment” whenever the inventor’s duties include research or investigation or the supervision of research or investigation and the invention is relevant to the general field of inquiry to which the inventor was devoted or assigned. “Time, facilities and materials” paid for from funds administered by the University shall be considered University time, whether the funds arise from federal or state appropriations, student fees, donations, grants, contracts or other sources.
- B.** The University has a right to ownership of any invention in which it has an interest. Unless otherwise agreed, this Policy also applies to any inventions in which the University has an interest under the terms of contracts, grants or other agreements. An invention in which University does not have a legal interest may be offered to the University and, if accepted, the University will administer such invention in accordance with this Patent Policy or as otherwise agreed.
- B.** Except under special circumstances, the University will not assign rights in future inventions to private corporations or businesses.

**IV. RESPONSIBILITIES OF THE UNIVERSITY AND DELEGATIONS OF AUTHORITY**

- A. The University shall: (1) notify the inventor promptly whenever it decides not to pursue or to abandon the pursuit of patenting or commercialization of an invention, (2) execute, upon request, all contracts, assignments, waivers or other legal documents necessary to transfer to the inventor the University's interest in an invention which it has so chosen not to pursue, (3) act with reasonable promptness and in good faith on all inventions disclosed to it, and (4) remit to the inventors their shares of income from inventions as specified in Section VI of this policy. Subject to these responsibilities, the University may, at any time, decide not to pursue or to abandon the pursuit of patenting and/or commercialization of an invention in which it has an interest.
- B. Authority and responsibility for Patent Policy is delegated to the President (or his designee). The President shall develop procedures for implementing this Policy.

**V RESPONSIBILITIES OF PERSONNEL**

- A. Personnel who, either alone or in association with others, makes an invention in which the University has or may have an interest shall disclose to the President or designee such invention reasonably promptly. As to an invention in which the University has an interest, the inventor, upon request, shall execute promptly all contracts, assignments, waivers or other legal document necessary to vest in the University, or its assignees, any or all rights to the invention, including complete assignment of any patents or patent applications relating to the invention.
- B. Personnel (1) may not sign patent agreements with outside persons or organizations which may abrogate or otherwise conflict with the University's rights and interests as stated in this Policy, nor (2) without prior authorization use the name of the University in connection with any invention.
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- C. At the time of appointment, visiting faculty and personnel shall sign an acknowledgment of this Policy.

**VI REVENUE SHARING**

- A. The University shall share with the inventor revenue from a patent or invention. Specific provisions of grants or contracts may govern rights and revenue distribution regarding inventions made in connection with sponsored research. Consequently, revenues received from such inventions may be exclusive of payments of royalty shares to donors or contractors. Moreover, the University may contract with outside persons or organizations for the obtaining, managing and defending of patents, and any royalty share or expenses contractually committed to such persons or organizations may be deducted before revenues accrue or before the inventor's share is distributed.
- B. The net revenues from a patent or invention will be applied first to reimburse the University for expenses in obtaining and maintaining the patent and in marketing, licensing and defending the patent or licensable invention. After reimbursement of such expenses, such revenues shall be shared as follows: (1) the first \$5,000 shall be paid to the inventor or inventors; (2) thereafter the inventor (s) shall receive fifty percent of such revenues. Applicable laws, regulations or provisions of grants or contracts may require that a lesser share be paid to the inventor. To the extent consistent with State and University policies, any net revenue received on account of an invention, after sharing

with the inventor, will be dedicated research and to the promotion of patenting and patents. If practicable, eighty-five percent of the University's share of new revenue from each invention will be designated for research in the inventor's department or unit up to \$100,000 in a fiscal year. The President, or designee shall devote the remaining part of the net revenue to research and the promotion of patenting and patents as directed.

- C. If use of such funds for research within the inventor's department or analogous unit is not practicable or for an amount in excess of \$100,000 per fiscal year, the President may allocate funds for other use within the institution.

## VII. ADMINISTRATION

- A. The Intellectual Property Committee consists of the Vice President for Academic Affairs or designee as an *ex officio* member and chair and no more than fourteen other members selected and appointed by the President. Members are appointed for three-year terms with non-concurrent expiration dates and may serve successive terms.
- B. The Intellectual Property Committee convenes at the call of the Vice President or designee, who determines when, implementation or interpretation of the University Patent Policy requires consideration by the Committee. Among the matters, which may be referred to the Committee for recommendation to the Committee, are: whether the University has an interest in an invention; questions not covered by policy; and whether some part of the policy should be waived.
- C. When the Committee is considering a particular invention, the inventor and/or the inventor's representative may examine all materials submitted to the Committee, may make written and oral presentations to the Committee, and may be present during oral presentation of others.
- D. The evaluation of inventions and discoveries and the administration, development and processing of patents involves substantial time and expense and requires talents and experience not ordinarily found in University staff. Therefore, the University may enter into a contract with third parties in connection with the administration of identified inventions, disclosures of invention, and developed patents.
- E. Disputes on patent matters, including the interpretation of this Patent Policy, shall be referred for resolution to the President or designee.

## VIII. SPECIAL CASES

The University recognizes that a special case may arise which is not specifically covered by this Policy or which may justify waiver of this Policy. Only the President or designee has authority to waive the provisions of this Policy.

**Approved by the Board of Regents 3/20/1996**

**POLICY ON TEACHING OUTSIDE THE HOME INSTITUTION BY FULL-TIME FACULTY**

**MORGAN STATE UNIVERSITY 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), may teach a maximum of one course per semester or session at another institution.

This policy supersedes and abrogates any policy, practice or procedure on teaching outside the University by full-time faculty.

**Approved by the Board of Regents March 20, 1996**

## **POLICY ON OFFICIAL GRADUATION DATES**

### **GRADUATION/DIPLOMA POLICY**

In order to be eligible for graduation, students are expected to know and satisfy all relevant degree requirements published in the *Morgan State University Catalog* including General Education requirements, college/school requirements, as well as the requirements in their major. While they are expected to receive guidance in course selections and assistance in familiarizing themselves with the University's academic policies from faculty advisors, chairpersons, and deans, students shall be held responsible for earning their degrees. Students' failure to satisfy all relevant degree requirements is not a basis for exceptions to the University's academic requirements and /or policies.

Students who satisfy all degree requirements and who file a timely formal Application for Graduation (Application) with the dean of the college/school in which their major is located may receive diplomas at the close of either the Spring or Fall semester. Students who wish to participate in May commencement exercises must file an Application by October 1 of the year prior to graduation. Students who wish to receive their diplomas in December must file an Application by May 30 of the year of graduation. Applications for Graduation are available in the office of the dean of the college/school in which their major is located. The deadlines to apply for graduation are published each semester in the *Course Schedule Booklet*.

**Approved by the Board of Regents 5/14/1997**

**POLICY ON FACULTY, STUDENT AND INSTITUTIONAL RIGHTS AND RESPONSIBILITIES FOR ACADEMIC INTEGRITY**

The academic enterprise is characterized by reasoned discussion between student and teacher, a mutual respect for the learning and teaching process, and intellectual honesty in the pursuit of new knowledge. By tradition, students and teachers have certain rights and responsibilities which they bring to the academic community. While the following statements do not imply a contract between the teacher or the institution and the student, they are nevertheless conventions which should be central to the learning and teaching process.

**I. FACULTY RIGHTS AND RESPONSIBILITIES**

- A. Faculty members shall share with students and administrators the responsibility for academic integrity.
- B. Faculty members shall enjoy freedom in the classroom to discuss all subject matter reasonably related to the course. In turn, they have the responsibility to encourage free and honest inquiry and expression on the part of students.
- C. Faculty members, consistent with the principles of academic freedom, have the responsibility to present courses that are consistent with their descriptions in the catalog of the Institution. In addition, faculty members have the obligation to make students aware of the expectations in the course, the evaluation procedures, and the grading policy.
- D. Faculty members are obligated to evaluate students fairly, equitably, and in a manner appropriate to the course and its objectives. Grades must be assigned without prejudice or bias.
- E. Faculty members shall make all reasonable efforts to prevent the occurrence of academic dishonesty through appropriate design and administration of assignments and examinations, careful safeguarding of course materials and examinations, and regular reassessment of evaluation procedures.
- F. When instances of academic dishonesty are suspected, faculty members shall have the responsibility to see that appropriate action is taken in accordance with institutional regulations.

**II. STUDENT RIGHTS AND RESPONSIBILITIES**

- A. Students share with faculty members and the administrators the responsibility for academic integrity.



- B** Students may reasonably express themselves in their courses. In addition, students have the right to know the requirements of their courses and to know the manner in which they will be evaluated and graded.
- C** Students have the obligation to complete the requirements of their courses in the time and manner prescribed and to submit their work for evaluation.
- D.** Students have the right to be evaluated fairly, equitably, and in a timely manner appropriate to the course and its objectives.
- E.** Students shall not submit as their own work any work which has been prepared by others. Outside assistance in the preparation of this work, such as librarian assistance, tutorial assistance, typing assistance, or such special assistance as may be specified or approved by the appropriate faculty member, is allowed.
- F.** Students shall make all reasonable efforts to prevent the occurrence of academic dishonesty. They shall by their own example encourage academic integrity and shall themselves refrain from acts of cheating and plagiarism or other acts of academic dishonesty.
- G.** When instances of academic dishonesty are suspected, students shall have the right and responsibility to bring this to the attention of the faculty or other appropriate authority.
- H** Students are subject to the University's procedures governing academic dishonesty.
- I** Students are responsible for adhering to the Code of Student Conduct.

### **III. INSTITUTIONAL RESPONSIBILITIES**

- A.** The University shall take appropriate measures to foster academic integrity in the classroom.
- B.** The University shall take steps to define acts of academic dishonesty, to ensure procedures for due process for students accused or suspected of acts of academic dishonesty, and to impose appropriate sanctions on students found to be guilty of acts of academic dishonesty.

**Approved by the Board of Regents 3/20/1996**

## **POLICY AND PROCEDURES ON OUTSIDE CONSULTANCY**

**I. Policy:** Morgan State University employs and seeks to retain faculty, administrators, and professional staff who are highly competent in their fields. These people are often sought by the business and professional community to provide consulting or other professional services. It is the policy of Morgan State University, consistent with Board of Regents Policy on Professional Commitment of Faculty, that professional consultancy by full-time and part-time and professional staff members is permitted when responsibilities to the University have been fully satisfied as determined by the responsible administrator, and if there is no conflict of interest.

### **II. Procedures for Reporting Paid Professional Consultancy**

**A.** A report must be made by a staff member doing outside paid consulting work to the Department Chair and Dean in writing, within ten (10) days of the close of each semester, and must contain:

1. the number of hours worked and the dates;
2. the company, agency, or organization for which the work was performed; (names of clients or patients need not be disclosed if this would be a breach of ethical standards)
3. the general nature of the work.

The staff or faculty member's failure to report shall be grounds for appropriate personnel action, which may include termination of employment at the University.

**B.** Reports are signed by the Department Chair, Dean and Vice President for Academic Affairs (VPAA). The VPAA forwards the reports to the President or President's designee.

### **III. Prior Approval of Consulting and Professional Services**

Paid consultancy or professional service must be approved in writing in advance by the Dean, VPAA and the President or President's designee. A written explanation of the services to be rendered and the time involved should be submitted.

### **IV. Consultancy to University Administered Grants**

Paid consultancy for contracts or grants administered through the University is generally allowed. A waiver may be granted by the President in unusual or exceptional circumstances. A written request for a waiver should be made to the Department Chair, the Dean, the VPAA and to President or President's designee for final review and approval. The request should contain a detailed explanation of the services to be rendered and an explanation of the unusual circumstances which may warrant a waiver of the normal policy.

### **V. Use of University Resources**

University resources shall not be used in rendering consulting services unless

there have been prior arrangements with the responsible administrator for reimbursement. There must be a written identification of the costs, and agreement specifying when the costs will be reimbursed.

## **VI Conflict of Interest and Conflict of Commitment**

### **A. Definition**

A conflict of interest arises when a faculty member influences, or is in a position to influence, the institution's decisions for personal financial gain or benefit.

A conflict of commitment situation arises when outside activities substantially interfere with the person's obligation to students, colleagues or the institution.

### **B. Procedures for Resolving Issues of Conflict of Interest**

Any faculty member or professional staff member engaged or seeking to be engaged in consulting work who has reason to believe that there may be a conflict of interest, or the appearance of a conflict of interest, should:

1. inform the Department Chair or responsible administrator of the possible conflict;
2. consult the Ethics Commission for an official opinion. The State Ethics Commission is the sole authority to interpret the State Ethics Law.
3. The Department Chair or responsible administrator may suspend consulting work pending an opinion by the State Ethics Commission.

## **VII. Limitation on Outside Employment**

The University reserves the right to limit outside employment where a supervisor imposes such a limitation as part of a plan to remediate employee job performance deficiencies, or where the President's designee determines that an employee's outside activities constitute a conflict of interest or conflict of commitment.

## **VIII. Miscellaneous**

**A.** A faculty member or professional staff member shall not convey through his or her outside work an endorsement by the University of the recommendations or results. The faculty member must include a statement in any document which reports the results or recommendations of the consulting activities that the contents of the report or recommendation are not those of Morgan State University.

**B.** No individual shall enter into an agreement for consulting services which conflicts with the University's policies on intellectual property without the express written consent of the President.

**Approved by the Board of Regents 3/ 20/ 1996.**

## **COMPUTER AND INFORMATION TECHNOLOGY USE POLICY**

Morgan State University (hereinafter the "University") has computer and information technology resources, which are dedicated to the support of the University's mission of teaching, research, and service. The University provides access to computing and information resources for students, faculty, and staff (collectively "users") consistent with institutional priorities and financial capabilities. Access to University computing resources imposes certain responsibilities and obligations on the user and is granted subject to University policies, federal, state and local laws. It is the University's policy that appropriate use should always be legal and ethical, reflect academic honesty, and show restraint in the consumption of shared resources.

The President shall establish rules and general guidance to University faculty, students and staff regarding use of the University's computing resources. Those rules shall define the general principles regarding the appropriate use of University equipment, software, and networks. Such rules shall also require that all members of the University community act in accordance with relevant laws, contractual obligations, and high ethical standards.

**Approved by the Board of Regents 11/21/2000**

## **COMPUTER AND INFORMATION TECHNOLOGY USE PROCEDURES AND GUIDELINES**

### **I. Introduction**

Morgan State University (hereinafter called the “University”) computer and information technology resources (“computing resources”)<sup>1</sup> are dedicated to the support of the University’s mission of teaching, research and service. In support of its mission, the University provides access to computing and information resources for students, faculty and staff, consistent with institutional priorities and financial capabilities.

The University is responsible for securing its computing resources against unauthorized use, modification, destruction, disruption or disclosure while making them accessible for authorized and legitimate users.

### **II. Scope of Policy**

The purpose of this Policy is to provide general guidance to University faculty, students and staff regarding the use of the University’s computing resources. It defines the general principles regarding the appropriate use of equipment, software, and networks. It is the policy of the University that all members of its community act in accordance with these responsibilities, relevant laws, contractual obligations and high ethical standards. This Policy applies to all users of University computing resources, whether accessing those resources on campus or remotely.

Access to the University’s computing facilities is a privilege granted to University students, faculty and staff. The University reserves the right to limit, deny or extend computing privileges and access to its computing resources.

### **III. Authentication/Security**

The same principles of academic freedom and privacy that have long been applicable to written and spoken communications in the University community apply also to electronic information. The University cherishes the diversity of perspectives represented on this campus and, accordingly, does not condone either censorship or the casual inspection of electronic files.

The University employs various measures to protect the security of its computing resources and of its user accounts. Users should be aware that there is no expectation of privacy of computing resources and that the University cannot absolutely guarantee the privacy or confidentiality of electronic documents. The University has, however, taken reasonable precautions to protect electronic documents containing private and confidential information. The University, its system administrators, technicians, or contractors will not routinely seek access to users’ messages or documents except where necessary to:

1. Meet the requirements of the Maryland Public Records Law and/or other statutes, laws or regulations;
2. Protect the integrity of the University’s information technology resources, and the rights and other property of the University;

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<sup>1</sup> Computing resources include, but are not limited to computers, software, E-Mail accounts, Internet access, personal home web pages and similar computing tools.

3. Allow system administrators to perform routine maintenance and operations, and respond to emergency situations;
4. Protect the rights of individuals working in collaborative situations where information and files are shared;
5. Retrieve a file by a supervisor or principal investigator of assigned work, when an employee is unavailable; or
6. Monitor general usage patterns, and inspect files for a limited time when there is probable cause to believe a user has violated this Policy.
7. Investigate security violations and unauthorized access.

Under normal circumstances, inspections or monitoring related to violations of this Policy must be authorized in advance by the Vice President for Planning and Information Technology or that individual's designee, in consultation with the General Counsel. Such inspections or monitoring will be conducted with notice to the user, unless, after consultation with the General Counsel, it is determined that notice would seriously jeopardize substantial interests of the University or third parties. However, in the event of unauthorized use of the system, computer staff, without prior authorization, may access user accounts, files, and messages and/or deny access to computing resources if emergency action is deemed necessary to protect documents and files and the systems on which they reside. In such situations, the Vice President for Planning and the General Counsel shall be notified as soon as possible after the fact.

## **V. Statement of Responsibilities.**

### **A. University Responsibilities.**

The University assumes the responsibility to ensure the integrity of its computing systems, workstations, and lab facilities. The computing systems offers file protection which can only be modified by an authorized user. Since no system is absolutely secure, usage will be monitored periodically to ensure that irresponsible users cannot affect the performance and integrity of other accounts and other users' information.

### **B. User Responsibilities.**

Users of the University's computing resources or facilities, have the following responsibilities:

1. Use the University's computing facilities and resources, including hardware, software, networks and computer accounts, responsibly and appropriately, respecting the rights of other computer users, physical facilities and controls, and respecting all contractual and license agreements. "Inappropriate use" includes but is not limited to:
  - a. Insertion of viruses into computer systems;
  - b. Tapping a network or running a "sniffer" program;
  - c. Email spam, chain letters, threats and harassment;
  - d. Destruction of another user's files, lab hardware or software including but not limited to:
    - i. Disconnecting and reconnecting or reconfiguring hardware;

- ii. Intentionally or knowingly, personally or through any agent, deleting, examining, copying, destroying altering or modifying files and/or data/records or computer programs stored, maintained or produced by a computer without permission, consent, authorization from the owner;
  - iii. Physically damaging hardware or software;
  - iv. removing computer hardware and/or any internal components;
  - e. Unauthorized use of an account-id and /or password;
  - f. Unauthorized use and/or copying of software;
  - g. Use for personal commercial gain, charitable solicitations unless these are authorized by the appropriate University official, or personal political activities such as campaigning for candidates for public office, or for lobbying of public officials.
  - h. Any access and/or use which violate state or federal law is prohibited.
2. Use only those computers and computer accounts for which you have authorization.
3. Use mainframe accounts only for the purpose(s) for which they have been issued. Use University-owned microcomputers and advanced work stations for University-related projects only.
4. Avoid copyright and trademark infringement. All members of the University community are responsible for understanding and observing, applicable policies, regulations, state and federal laws in connection with copyright and fair use. Similarly, all members of the University community must respect access to users' messages or documents except where necessary to:
- 1. Meet the requirements of the Maryland Public Records Law and/or other statutes, laws or regulations;
  - 2. Protect the integrity of the University's information technology resources, and the rights and other property of the University;
  - 3. Allow system administrators to perform routine maintenance and operations, and respond to emergency situations;
  - 4. Protect the rights of individuals working in collaborative situations where information and files are shared;
  - 5. Retrieve a file by a supervisor or principal investigator of assigned work, when an employee is unavailable; or
  - 6. Monitor general usage patterns, and inspect files for a limited time when there is probable cause to believe a user has violated this Policy.
  - 7. Investigate security violations and unauthorized access.

Each user is ultimately responsible for his or her own computing and his or her own work using a computer. Take this responsibility seriously.

#### **V. Administration and Enforcement.**

The Vice President for Planning and Information Technology is charged with communicating this Policy to the user community and for providing educational programs to achieve technical proficiency and appropriate use of the resources. Requests for interpretation of the Policy as applicable to particular situations may be directed to the appropriate University administrator, such as the Vice President for Planning and Information Technology, the Vice President for Student Affairs, the Director of Human Resources or to the Office of the General Counsel.

Reports of apparent violations of the Policy may be made to the Vice President for Planning and Information Technology, to an employee's supervisor and/or, in the case of a student, to the Office of the Vice President for Student Affairs. Where serious or repeated violations are alleged, the University's Public Safety Office and/or the Office of the General Counsel should be contacted. In most instances, concerns of possible violations of this Policy will be addressed informally by discussion or admonition. Where sanctions are appropriate, they may include but not limited to a formal reprimand, loss of user privileges for a definite or indefinite period, termination of employment, or in, the case of a student, probation, suspension, or expulsion from the University.

#### **VI. Disclaimer**

The University makes no warranties of any kind, whether expressed or implied, with respect to the information technology services it provides. The University will not be responsible for damages resulting from the use of computer facilities and services, including, but not limited to, loss of data resulting from delays, non-deliveries, missed deliveries, service interruptions, power outages, or by the user's error or omissions.

Use of any information obtained via the Internet is at the user's risk. The University specifically denies any responsibility for the accuracy or quality of information obtained through its electronic communication facilities and services, except materials which are presented as an official University record. The University also does not accept responsibility for removing material that some users may consider defamatory or otherwise offensive. Users should be advised however, that dissemination of such material may subject them to liability in other forums.

#### **VII. Other Policies and Procedures.**

Individual units within the University may develop written guidelines regarding the use of computing resources under their control. Such guidelines must be consistent in principle with this Policy, but may provide additional detail, guidelines or restrictions. Prior to implementation, such guidelines shall be submitted to the Vice President for Planning and Evaluation for review.

**Approved by the Board of Regents 7/31/2001**



### **GRADE CHANGE POLICY**

It is University policy that *once a grade is recorded, no changes are allowed*. The only exceptions to this policy are as follows:

(1) Incompletes - All incompletes must be removed by the end of the next semester of enrollment following the granting of an incomplete (“I”) grade.

(2) Recording error(s) and/or miscalculations of a grade must be changed no later than the end of the semester following the recording error or miscalculation. Grade changes must be approved by the area Chairperson and Dean.

**NOTE:**

All changes under part (2) of this policy must be supported by documentation; i.e., grade books, papers and examinations and calculation records

## **NONDISCRIMINATION POLICY**

It is the policy of Morgan State University that all employees and students should be able to enjoy and work in an educational environment free from discrimination. Discrimination against any person or group of persons on the basis of race, color, national origin, religion, sex, sexual orientation, age, marital status or disability is prohibited by this Policy. Any employee, student, student organization, or person privileged to work or study at Morgan State University who violates this policy will be subject to disciplinary action up to and including permanent exclusion from the University.

Discrimination includes conduct (oral, written, graphic, or physical) directed against any person group of persons because of race, color, national origin, religion, sex, sexual orientation, age, marital status or disability and that has the purpose or reasonable foreseeable effect of creating an offensive, demeaning, intimidating or hostile environment for that person or group of persons.

The scholarly, educational, or artistic content of any written, oral, or other presentation or inquiry shall not be limited by this Policy. It is the intent of this paragraph that academic freedom be allowed to all members of the academic community. Accordingly, this provision shall be liberally construed but shall not be used as a pre-textual basis for violation of this Policy.

Persons who feel they are victims of discrimination or who observe incidents of discrimination should immediately make a detailed written record of incidents, dates, and times at which they occurred, and of the names of perpetrators and witnesses, if known.

The incident should be reported to the Office of Diversity and Equal Opportunity (“EEO”) or the Office of Human Resources. The EEO Officer or the Office of Human Resources will, after a prompt investigation, in accordance with accepted due process procedures, take measures appropriate to the nature of the incident. These measures will be designed to accomplish the following:

1. Determine whether discrimination has occurred;
2. Prevent further acts of discrimination;
3. Restore to the victim any losses suffered as a result of the discriminatory conduct;
4. Remove any material that violates this Policy and/or repair any resulting damages; and
5. Prevent acts of retaliation against persons bringing the complaint.

If it is determined that discrimination has occurred, sanctions will be devised in accordance with the seriousness of the behavior. Sanctions may range from admonishment to, in extreme cases, dismissal.

The President shall establish rules and procedures that govern the investigation and adjudication of complaints filed under this policy.

**Approved by the Board of Regents 5/14/2002**

**FACULTY LEAVE ACCOUNTING POLICY**

- (1) Each full-time faculty member shall maintain an accounting of sick leave to be provided on a bi-weekly basis.
- (2) Morgan State University president shall adopt procedures to effectuate this policy.

**Approved by the Board of Regents 11/21/ 2000.**

## **POLICY ON COPYRIGHTS**

### **I. POLICY**

The objective of this policy is to encourage the development of copyrighted works as well as to set forth the parameters by which copyright ownership is achieved. All rights in copyright for works arising from the use of any University resources shall belong to the University.

It is the policy of Morgan State University that copyrights arising from aesthetic, scholarly, or other work developed through independent efforts and not part of a directed institutional or University assignment shall reside with the originator. Independent effort is defined as the product of inquiry, investigation, or research to advance truth, knowledge, or the arts where the specific choice, content, course, and direction of the effort is determined by the individual without assignment or supervision by the University.

In conformity with this Policy, the President is authorized to enter into agreements with respect to ownership, licensure, disposition of royalty income, resolution of disputes, and other rights related to copyrights. The President is authorized to register copyrights, accept copyrights from third parties, and to sell or grant licenses or assignments in the name of the University for any rights to copyrights under University jurisdiction.

### **II. OWNERSHIP BY CATEGORY OF WORK**

#### **A. Scholarly/Aesthetic**

In keeping with traditional academic practice and policy, ownership of copyrights to scholarly or aesthetic works that are prepared through independent effort and not part of a directed assignment shall reside with the originator except as otherwise provided in this Policy. The general obligation of faculty to produce scholarly works does not constitute such as directed assignment.

#### **B. Personal**

The copyright to any work that is prepared outside the scope of employment and without the use of University resources by an employee shall be the property of the employee.

#### **C. Sponsored/Contracted**

The University asserts its right to copyrightable works created under sponsorship or contract. Copyright ownership of sponsored works and contracted works shall be governed by such agreements or contracts. Any sponsored work agreement which provides for ownership by other than the University shall also provide the University with a free-of-cost, non-exclusive, world-wide license to use and reproduce the copyrighted work for research and education purposes, except where prohibited by law or government regulation.

#### **D. Commissioned**

When the University commissions the production of a work, title normally should be with the University. In all cases, copyright ownership shall be specified in the written contract. Any commissioned work agreement which provides for ownership by other than the University shall also provide the University with a free-of-cost, non-exclusive,

world-wide license to use and reproduce the copyrighted work for research and education purposes, except where prohibited by law or government regulation.

**E. Acquired by Assignment or Will**

The University may acquire copyrights by assignment or will pursuant to the terms of a written agreement or testament.

**III. REVENUE**

The University may assign or license its copyrights to others. The University shall share with the originator(s) revenue which it receives through copyrights. Specific provisions of grants or contracts may govern rights and revenue distribution. Consequently, revenues received from such copyright may be exclusive of payments of royalty shares to donors or contractors. Moreover, the University may contract with outside persons or organizations to obtain, manage and defend copyrights, and any royalty share or expenses contractually committed to such persons or organizations may be deducted before revenues accrue or before the originator's share is distributed.

The net revenues from a copyright will be applied first to reimburse the University for a work that is a result of original artistic expression, expenses in generating the copyright and in marketing, licensing and defending the rights. After reimbursement of such expenses, such revenues shall be shared as follows: (1) the first \$5,000 shall be paid to the originator(s); (2) thereafter the originator(s) shall receive seventy-five percent of such revenues. Applicable laws, regulations or provisions of grants or contracts may require that a lesser share be paid to the originator.

To the extent consistent with State and University policies, any net revenue received on account of a copyright, after sharing with the originator(s) will be dedicated to research and to the promotion of original works. If practicable, eighty-five percent of the University's share of new revenue from each copyright will be designated for research in the originator's department or unit up to \$100,000 in a fiscal year.

If use of such funds for research within the originator's department or analogous unit is not practicable, the funds should usually be designed for research in a related department or unit. The remaining part of the net revenues shall be devoted to research and incentive for creative works as directed by the President, or designee.

**IV. DEFINITIONS:** For purposes or interpretation of this Policy, the following definitions shall apply:

**A. Aesthetic Work:** A work that is a result of original artistic expression.

**B. Commissioned Work :** A work produced for the University by others pursuant to a contract at the institution's expense.

**C. Contracted Work**

Work produced by and for others at the others' expense, using University facilities pursuant to a contract.

**D. Copyright**

The intangible property right granted by statute providing the owner the following exclusive rights over a work: to reproduce, to prepare derivative works, to distribute, to perform publicly, and to display publicly.

- E. Direct University Assignment**  
Any written or oral instruction or task assigned to an originator.
- F. Independent Effort**  
Independent effort is defined as the product of inquiry, investigation, or research to advance truth, knowledge, or the arts where the specific choice, content, course, and direction of the effort is determined by the individual without assignment or supervision by the University.
- G. License**  
A contract in which a copyright owner grants permission to exercise one or more of the rights under copyright.
- H. Originator**  
A person who produces a work by his own intellectual efforts, including a student employee.
- I. Royalties**  
A payment made to an owner of a copyright for the privilege of practicing a right under the copyright.
- J. Scholarly Work**  
Work such as, but not limited to, books, articles, other such publications, lectures, and computer software resulting from independent effort.
- K. Software**  
Statements or instructions used in a computer to bring about a certain result and any associated documentation containing operational instructions. (In cases where software is found to be patentable, the Patent Policy will govern.)
- L. Sponsored Work**  
A work produced by or through the University pursuant to a contract, grant, or other agreement.
- M. University Resources**  
All buildings, equipment, services, funds (regardless of source), and other facilities under the control of the Board of Regents.
- N. Work**  
Any copyrightable expression including, but not limited to writings, lectures, musical or dramatic compositions, sound recordings, films, video tapes, computer software, architectural designs, and works of art.

**Approved by the Board of Regents 3/20/1996**

**POLICY ON STUDENT RESIDENCY CLASSIFICATION FOR ADMISSION,  
TUITION AND CHARGE-DIFFERENTIAL PURPOSES**

**I. POLICY :** It is the policy of the Board of Regents of Morgan State University to recognize the categories of In-State and Out-of-State students for the purpose of admission, tuition, and charge differentials.

**A.** An In-State student is a student who by clear and convincing evidence demonstrates to the University that he or she is a permanent resident of the State of Maryland. For the purposes of this Policy, “**permanent resident**” is defined as a person who satisfies all the following conditions:

1. Is not residing in the State of Maryland primarily to attend an institution for post-secondary education.
2. Owns or rents and occupies living quarters in Maryland and has done so for at least twelve (12) consecutive months immediately prior to and including the last date available for late registration for the forthcoming semester or session and must have continuously resided in Maryland during that period. There must exist a genuine deed or lease in the individual’s name reflecting payments/rents and terms typical of those in the community at the time executed. Persons not having such a lease may submit an affidavit reflecting payments/rents and terms as well as the name and address of the person to whom payments are made which may be considered as meeting this condition. As an alternative to ownership or rental of living quarters in Maryland, a student may share living quarters in Maryland which are owned or rented and occupied by a parent, legal guardian, or spouse, and,
3. Maintains within Maryland substantially all personal property; and,
4. Pays Maryland income tax on all earned taxable income including all taxable income earned outside the State; and,
5. Registers all owned motor vehicles in Maryland in accordance with Maryland law; and,
6. Possesses a valid Maryland driver’s license, if licensed, in accordance with Maryland law;
7. Is registered in Maryland, if registered to vote; and,
- 8 . Receives no public assistance from a state other than the State of Maryland or from a city, county or municipal agency other than one in Maryland; and,
9. Has a legal ability under federal and Maryland law to live permanently without interruption in Maryland.

**B.** In addition, persons with the following status shall be accorded the benefits of In-State Status for the period in which they hold such status:

1. A full-time or part-time (at least 50 percent time) regular employee of the University.
2. The spouse or dependent child of a full-time or part-time (at least 50 percent

time) regular employee of the University.

3. A full-time active member of the Armed Forces of the United States whose home or residency is Maryland or one who resides or is stationed in Maryland, or the spouse or a financially dependent child of such a person.
4. A civilian employee of the Armed Forces of the United States whose position has been transferred to Maryland from another State as the result of a decision of the Base Realignment and Closure Commission (BRAC) or the spouse or financially dependent child of such a person provided that :
  - a. The employee remains continually employed by a branch of the U. S. Armed Forces, and
  - b. The employee provides the following documentations:
    - i. proof of the BRAC-related transfer from the Department of Defense of the employee's military unit such as a copy of the DD Form 1614, and
    - ii. Proof of Maryland residence .

The benefits provided under Section 4 shall expire on December 12, 2011.

5. Employees of defense contractors whose positions are transferred from other states to Maryland as a result of the decision of the BRAC or the spouse or financially dependent child of such person provided that
  - a. the employees remain continually employed by the defense contractor, and
  - b The employee provides the following documentation:
    - i. Proof from the defense contractor employer of the BRAC-related transfer, and,
    - ii. Proof of Maryland residence.
6. A graduate assistant.
7. A public school teacher employed by a county, which includes Baltimore City, board, provided that:
  - a. The teacher is enrolled in a qualified course of study;
    - i. The course or program is required by the State or the county , which includes Baltimore City, board to maintain the teacher's present position with the county board, or
    - ii. The course or program maintains or improves skills required by the county, which includes Baltimore City, board in the teacher's current position;
  - b. The teacher resides in the State of Maryland and is employed as a full-time public school teacher; and
  - c. The teacher has been employed as a public school teacher in the State



for less than a year.

- C. Students not entitled to In-State Status under the preceding paragraphs shall be assigned Out-of-State Status for admission, tuition, and charge-differential purposes.
- D. Assignment of In-State or Out-of-State classification will be made by the University upon an assessment of the totality of facts known or presented to it. The following circumstances raise a presumption that the student is residing in the State of Maryland primarily for the purpose of attending an institution of post-secondary education:
1. The student was attending high school or residing outside Maryland at the time of application for admission to the University.
  2. The student is not financially independent and is financially dependent upon a person not a permanent resident of Maryland.
- The burden shall be on the student to rebut these presumptions by clear and convincing evidence.

## II. PROCEDURES

- A. An initial determination of In-State Status will be made by the University at the time a student's application is under consideration. The determination made at that time, and any determination made thereafter, shall prevail for each semester/term until the determination is successfully challenged in a timely manner.
- B. A change in status must be requested by submitting an "Application for Change in Classification for Admission, Tuition and Charge Differential." A student applying for a change to In-State Status must furnish all required documentation with the Petition by the last published date to register for the forthcoming semester/term for which the change in classification is sought.
- C. The student shall notify the institution in writing within fifteen (15) days of any change in circumstances which may alter In-State Status.
- D. In the event incomplete, false, or misleading information is presented, the institution may, at its discretion, revoke In-State and take disciplinary actions provided for by the institution's policy. If In-State Status is gained due to false or misleading information, the University reserves the right to retroactively assess all Out-of-State charges for each semester/term affected.
- E. The President shall develop and publish additional procedures to implement this Policy. Procedures shall provide that on request the President or designee has the authority to waive any residency criterion set forth in Section I, if it is determined that the student is indeed a permanent resident and the application of the criteria creates an unjust result.

## III. DEFINITIONS

- A. **Financially Dependent:** For the purposes of this policy, a financially dependent student is one who is claimed as a dependent for tax purposes or who receives more than one-half of his or her support from another person during the twelve (12) month period immediately prior to the last published date for registration for the semester or session. If a student receives more than one-half of his or her support in the aggregate from more

than one person, the student shall be considered financially dependent on the person providing the greater amount of support.

- B. Financially Independent:** A financially independent student is one who (1) declares himself or herself to be financially independent as defined herein; (2) does not appear as a dependent on the federal or State income tax return of any other person; (3) receives less than one-half of his or her support from any other person or persons; and (4) demonstrates that he or she provides through self-generated support one-half or more of this or her total expenses.
- C. Parent:** A parent may be a natural parent, or, if established by a court order recognized under the law of the State of Maryland, an adoptive parent.
- D. Guardian:** A guardian is a person so appointed by a court order recognized under the law of the State of Maryland.
- E. Spouse:** A spouse is a partner in a legally contracted marriage.
- F. Self-Generated:** Self-generated describes income which is derived solely from compensation for an individual's own efforts as evidenced, for example, by federal or State W-2 forms or IRS form 1099 where interest income is based upon finances created from one's own efforts. For the purposes of this policy, grants, stipends, awards, benefits, loans and gifts (including federal and State aid, grants, and loans) may not be used as self-generated income.
- G. Regular Employee:** A regular employee is a person employed by the University who is assigned to a State budget line. Examples of categories NOT considered regular employees are graduate students, contingent employees, and independent contractors.
- H. Living Quarters:** Living Quarters does not include:

  1. Residential facilities owned and managed by the University, and,
  2. Privately-owned residential facilities leased by the University for use by the University students; and,
  3. Residential facilities privately constructed, owned, and managed and located on University property.

**Approved by the Board of Regents 2/05/2008**

**RELEASE TIME POLICY**

According to the published policies found in the Faculty Handbook<sup>1</sup>, the normal workload for graduate faculty includes a 9 credit teaching load, and for undergraduate faculty a 12 credit teaching load per semester plus, advising graduate and undergraduate students, directing graduate and undergraduate students, conducting their own research and/or collaborating with or guiding the research of others, being engaged in service to the department, school, University, and the community, and where appropriate serving in quasi-administrative structures (e.g., committee chairs, task force chairs, etc.). See §§2.9.1, 2.9.4, 2.14.8 and the APT policies.

The faculty Handbook provides for the adjustment of faculty workloads, including the advising of dissertations and theses, in §2.91. **Section 2.9.1** provides,

Course load assignments are based on a number of factors which may include class size, level of instruction, load of instruction, laboratory and studio work, discipline, expertise, *supervision of theses and dissertations*<sup>2</sup>, independent study, and administration.

Thus, all faculty members are expected to fulfill the basic professional responsibilities of the mission of the institution (i.e., teaching, research and service) according to the terms of their contract. Where faculty members believe that their workload is excessive they may request release time according to the policies and procedures of their department and school. All such request for release time is subject to the written approval of the Provost/Vice President for Academic Affairs. The assignments listed below are examples of how released time may be considered by the Department Chair and School/College Dean.

<u>ASSIGNMENT</u>	<u>*RELEASE TIME</u>
Funded Research	Negotiated
Basic Research (Not funded) release <b>New Faculty (2 year limit)</b> <b>Continuing Faculty (1 year limit)</b>	Varies (=33%) 3 or 4 credits
Direction of Student Research	Varies (=33%) or 3 credits
Advising Doctoral Students	See §§2.12. et. al.
Doctoral thesis dissertation guidance	See §§2.12. et. al.
Collaborative research with community based groups	Varies (= 33%)
Pedagogical Research	Varies (= 33%) or 3 credits
Coordinator of Departmental Recruitment	Negotiated
Development of co-curricular program	Negotiated
Coordinator of Advisement	Negotiated
Curriculum Development	Negotiated
Program Development	Negotiated

<sup>1</sup> Revised and Published August 2009

<sup>2</sup> Emphasis added

Mentoring of Faculty	Service or Negotiated
Coordinator of Departmental Graduate Program	Varies (=33%) or 3 credits
School Honors Coordinator	Service or Negotiated
Organized Public School Program Participation	Varies (=33%) or 3 credits
Advisor of At-Risk Students	Varies (= 25%)

**In summary, release time is based on the discretion of the Department Chair and the Deans subject to review and approval of the Provost/VPAA. Applications for release time must be signed by department chairs and deans and forwarded to the Office of the Provost and Vice President for Academic Affairs no later than June 30, prior to the start of the Academic year for final approval.**

## **POLICY AND PROCEDURES FOR TERMINATION OF A FACULTY MEMBER FOR CAUSE**

### **I. Informal Proceedings**

Prior to the initiation of formal proceedings, the Chairperson or the administrator responsible for the academic area of the faculty member concerned (“Appointee”) should hold a conference with the Appointee to discuss the issue(s) of concern. If the Chairperson or administrator is unsuccessful in meeting with the Appointee, the Dean should hold a conference with the Appointee. In certain cases, however, where the Appointee’s conduct (i.e., moral turpitude, professional or scholarly misconduct, willful neglect of duty) is egregious, formal proceedings may be initiated whether or not informal proceedings have occurred.

### **II. Formal Proceedings**

#### **A. Termination of a Faculty Appointment by the President.**

Upon the written recommendation of the Vice President for Academic Affairs, the President of the University may terminate the appointment of a tenured or tenure-track appointee for moral turpitude, professional or scholarly misconduct, incompetency, or willful neglect of duty, provided that the charges be stated in writing, that the Appointee be furnished a copy thereof, and that the Appointee be given an opportunity prior to termination to be heard. Termination of a faculty member who is not tenured or tenure-track shall be governed solely by the terms of the faculty member’s contract and any applicable Board of Regents policies.

#### **B. Charges for Termination.** The charges for termination (“Charges”) shall be stated in writing.

#### **C. Suspension**– Pending final action of the President, the President may suspend the Appointee with or without compensation. In the case of an Appointee suspended without compensation, the President shall include a determination as to whether the Appointee is entitled to back compensation.

#### **D. Notice of Charges.** The Appointee shall be given notice of the Charges. Said notice shall be delivered to the Appointee personally, or by registered or certified mail to the last known home address of the Appointee.

#### **E. Hearing.** Upon receipt of notice of the Charges, the Appointee shall have fifteen (15) working days from the date the Appointee received notice from the Vice President for Academic Affairs to file with the President a written request for a hearing. Following receipt of the Appointee’s written request for a hearing, the President shall schedule a hearing within a reasonable period; except in circumstances where the best interests of the University are at risk, the President shall schedule a hearing no sooner than fifteen (15) working days following receipt of the Appointee’s written request.

1. The President shall appoint a hearing officer to serve as finder of fact in the hearing on the charges for termination. If the hearing officer is appointed from University school of college, the hearing officer shall be appointed from a college or school other than that of the Appointee.

2. The formal rules of evidence shall not apply to this review procedure. However, the hearing officer shall not admit evidence which is plainly unreliable or irrelevant.

3. The hearing officer shall hear all arguments on substantive and procedural matters and shall make necessary specific written findings.

4. A complete and accurate record shall be kept of all proceedings and documents entered in evidence.

5. Each party shall have the opportunity to be represented by counsel. Each party shall have an opportunity to make an opening and closing statement, present written evidence, examine and cross-examine witnesses, offer personal testimony, file objections, exceptions, motions and post-hearing briefs, provided, however, that where a party is represented by counsel, the opening and closing statements, submission of written evidence, examination and cross-examination of witnesses and filing objections, exceptions, motions and post-hearing briefs on behalf of that party shall be done and presented solely by such counsel.

6. Both parties have the right to call witnesses and are responsible for contacting their own witnesses. The hearing officer cannot assure the presence of witnesses requested by either party.

7. Upon the request of either party, the hearing officer shall consider the appropriateness of the sequestration of witnesses.

8. The hearing officer shall not grant continuances except for extraordinary circumstances.

9. Only evidence offered and made a part of the record in the case and no other factual information or evidence shall be considered in the determination of the case. The record shall be closed to the admission of evidence at the conclusion of the hearing and no evidence shall be admitted thereafter.

**10. Recommendation to the President.** Within a reasonable period of time, but no later than sixty (60) calendar days following the conclusion of the hearing, the hearing officer shall send a copy of the findings of fact and recommendations for action to the President. The recommendation shall be based on the evidence contained in the hearing officer's findings of fact and recommendations for action and/or the hearing record. Such recommendation is advisory in nature and shall have no binding effect on the decision of the President.

**11.** The President shall advise the Appointee in writing of the recommendations of the hearing officer.

**F. Faculty Review Committee ("FRC").** Within fifteen (15) calendar days of receipt of the hearing officer's recommendations from the President, the Appointee may make a written request to the President for review by and/or oral argument before the FRC. The President shall impanel the FRC and notify the Appointee. The University shall also be given an opportunity for oral argument before the committee. Oral argument shall not be given the weight of evidence.

1. Selection— The FRC shall consist of three (3) tenured, full professors. The pool of faculty from which the FRC shall be drawn will consist of two (2) tenured, full professors elected by the faculty from each of the school/colleges at the University during the first school/faculty meeting of each academic year.

2. The FRC's review shall be limited to a determination of whether there has been a material/prejudicial procedural error in the observance of the policies and procedures set forth in II.A-E of this policy. Based on that review, the FRC shall make a recommendation to the President.

3. The FRC shall conduct its review and provide the President with its written recommendation(s) for action within twelve(12) working days of the date on which the FRC is impaneled.

**G. President's Final Action**

After considering the recommendations of the hearing officer and the FRC (if the Appointee has requested a review by the FRC), the President shall notify the Appointee in writing of the final decision. Within the President's sole discretion, the President's final decision may be termination or a lesser sanction. In the event that the President's final

action results in termination, the Appointee's separation from University service and/or compensation shall be effective as of the dates stated in the President's written notification.

### **III. Review by the Board of Regents**

A. Within ten (10) working days of receipt of written notice of the President's final action, the Appointee may request a review of the President's decision or actions(s) by the Board of Regents ("Board"). The Board's review is discretionary and upon invitation by the Board or a duly appointed committee, thereof, may include an opportunity for an oral presentation by the Appointee. The Board's review shall be limited to whether the President's final decision or action was consistent with the policies and procedures published in this policy. If the Board identifies any material procedural error(s), it shall remand this matter to the President for consideration. Upon remand, the President may affirm or reverse his or her original decision after considering the materiality of the procedural errors identified; the President's original decision is final unless reversed by the President.

B. The Appointee shall address a written request for review of the President's decision or action to the Chairperson of the Board. The Appointee's written request shall document the ways in which the Appointee believes that the President violated the *Policy and Procedures for Termination of a Faculty Member for Cause*. Upon receipt of the Appointee's written request for a written review by the Board, the Chairperson shall appoint a committee of the Board to review the Appointee's request. The Committee can decide to review the request with or without inviting the Appointee to make an oral presentation. Within a reasonable time following receipt of the Appointee's written request, but not later than ninety (90) working days, the Chairperson of the Board shall notify the President and the Appointee of the result(s) of the Board's review.

### **IV. Controlling Policy**

This policy supersedes any previously enacted termination policy, including but not limited to the policy as stated in the 1985 *Faculty Contract and the Regulations and Procedures Governing Academic Freedom and Tenure* and applies to all tenure and tenure track faculty regardless of their date of appointment.

**Approved by the Board of Regents April 17, 1996**

## **POLICY ON THE AWARD OF HONORARY DEGREES**

Upon approval by the Board of Regents, it is the policy of Morgan State University to award honorary degrees on a selective basis to individuals who have distinguished themselves in their community or profession. The purpose of this policy is the recognition of individuals who have made significant contributions to society which are consistent with the values for which Morgan State University stands.

### **I. HONORARY DEGREE RECIPIENTS**

Prospective recipients of honorary degrees shall be: A. Distinguished individuals who have risen to a position of eminence in their chosen field or who have acquired a national or international reputation in a selected field or endeavor; B. Individuals who have compiled a distinguished record of excellence and/or achievement or distinguished public service to the University, State, nation, or international community.

### **II. HONORARY DEGREE COMMITTEE ("COMMITTEE")**

The President shall appoint a Committee to recommend candidates for honorary degrees.

- A. Committee Selection.** Appointment and Term- On or about July 1 of each year, the President shall appoint the Committee for a term of one year. The Committee shall consist of one faculty member from each of the five academic units, a representative of the student body, the Chair of the University Council, and a representative from other campus units as identified by the President.
- B. Selection of Honorary Degree Candidates**

1. Notice- The President shall issue a University-wide notice inviting nominations of honorary degree candidates. At a minimum, the notice shall indicate the deadline by which nominations must be made and advise those interested of the necessary content of the nomination (for example, a statement or letter of justification on the suitability of the nominee for receipt of an honorary degree.)

2. Nomination Review- The Committee shall review all nominations and may submit the names of additional candidates. In reviewing the suitability of the candidate, the Committee may include additional information about the nominee from the submitter of the nomination. Academic credentials of the nominee shall not be investigated. In considering candidates for honorary degrees, consideration may be given to, but is not limited to: prominent educators; distinguished alumni; civic leaders; statespersons; and other persons deemed to have made significant contributions to the University and/or society.

3. Committee Recommendation to the President – By majority vote, the Committee shall select and forward to the President a maximum of three names of recommended honorary degree recipients. In the recommendation, the Committee shall recommend the type of degree to be awarded. An earned doctorate shall not be awarded as an honorary degree. The committee recommendation shall include the following:

- a. Type of honorary degree to be awarded.
- b. Biographical sketch of the proposed recipient.
- c. Justification for the awarding of the degree.

4. Presidential Review of and Addendum to Recommended n Nominations

- a. The President may accept or reject all or any part of the Committee Recommendation and/or include additional candidates for an honorary degree.
- b. In order to determine a nominee's availability for receipt of an honorary degree and willingness to accept an honorary degree, the President or designee may contact nominees to unofficially advise them of their nomination for an honorary degree and to ascertain



their availability and acceptance of the degree if it were offered. The nominee would be advised that the nomination for an honorary degree is subject to approval by the Board of Regents and that disapproval by the Board should in no way be considered a reflection of the qualifications or eligibility of the candidate for receipt of an honorary degree.

**5. Submission of Recommended Nomination for Honorary Degree to the Board of Regents**

- a.** The President shall submit recommendations for the award of honorary degree(s) to the Academic and Student Affairs Committee of the Board of Regents for review.
- b.** The Academic and Student Affairs Committee shall review the recommendations and submit the nominees to the full board for final review and approval.

**II. BOARD OF REGENTS REVIEW OF HONORARY DEGREE CANDIDATES**

- A.** Honorary degrees shall be awarded upon recommendation of the President if approved by the Board.
- B.** The Board shall award no more than five (5) honorary degrees per academic year.
- C.** Honorary degrees shall not be awarded to University officials, faculty, and staff while they are employed at the University.
- D.** Honorary degree recipients must attend the degree conferring ceremony, except honorary degrees conferred posthumously, which may be received by a representative of the deceased.
- E.** The President shall send a formal letter notifying the honorary degree candidates of the Board's intention to award the honorary degree and request a written response from the candidates within ten (10) days of receipt of the letter.
- F.** A formal citation shall be prepared and read during the awarding of the degree. The list of candidates and honorary degrees will be listed in the printed program for the ceremony in which the degree is awarded.

**Approved by the Board of Regents on July 11, 2006**

## **ADDENDUM TO GUIDELINES ON PROFICIENCY EXAMS**

### **Preamble:**

The following pertains only to undergraduate courses and is designed to serve as an addendum to existing guidelines on proficiency exams in General Education courses. Specifically, these guidelines are applicable to situations where proficiency in major courses is being considered. Proficiency examinations for courses required in the major and/or those necessary to complete graduation requirements should be done only under extraordinary circumstances. Furthermore, a student may earn no more than nine (9) credits through proficiency examinations in major courses.

### **Purpose:**

- a. To continue the maintenance of MSU's high academic standards and to ensure qualitative programmatic growth and advancement.
- b. To ensure examinations have been requested to satisfy graduation requirements in the major.

### **General Guidelines:**

To be effective, and to ensure objectivity as well as accountability, the following should be implemented:

1. Each department and/or program shall establish a committee on proficiency exams. The responsibility for implementation rests with the respective Dean.
2. The Committee shall consist of a minimum of 3 Departmental Teaching Faculty(excluding the Chair) having diverse expertise/broad knowledge in the area of study to be evaluated. The Committee may include faculty at Morgan who teach in closely related academic disciplines.
3. The Committee shall report and make specific written recommendations to the Chair regarding examination standards and content, guidelines and criteria for administering the examination, grading policy and student qualification/readiness.
4. The Committee shall determine examination content, structure and pre-requisites, where appropriate. The Committee can have responsibility for writing the exam and/or for approving exams written by persons other than committee members.
5. The Committee shall establish minimum eligibility criteria for students and set limits on the number of credits each student can gain via the proficiency examination process (a maximum of nine credits is recommended).
6. The Committee shall establish criteria/conditions for grading the exam; including avenues for review/ appeal, should that become necessary.
7. Upon successful completion of the proficiency, the Department Chair and/or Advisor shall ensure the appropriate major course sequence to be followed by the student, in fulfillment of department/graduation requirements.

8. Students who fail the proficiency examination should not be permitted to retake the examination and must enroll in the required course.
9. The Committee and respective Department or Program shall establish record-keeping guidelines and step-wise processes for grade reporting/accountability. The appropriate grade-reporting forms **must** be signed by the Department Chair and Dean prior to the submission to the Registrar.
10. Final decisions regarding proficiency exams in non-general education courses will be the prerogative of the Dean, upon recommendation of the respective Committee and Department Chair.

### **MIDTERM GRADE POLICY**

Each instructor shall evaluate undergraduate students' progress and assign a midterm grade for each undergraduate student enrolled in their class using the University's accepted grade reporting technology and according to the University's published Academic Calendar.

The midterm grade is only an indicator to the student and his/her adviser of the student's performance in the course to that point; it will not be assumed that the final grade will be the same, and is not a permanent part of a student's academic record. A grade of 'I' is not a valid midterm grade. Midterm grades are required only for the fall and spring semesters.

### OUTSTANDING FACULTY AWARDS

A. Number

During the academic year the University may grant one award in each of the following areas: 1) teaching, 2) research and publication, and 3) public and/or community service.

B. Eligibility

All full-time faculty are eligible. After one (1) winning year, a faculty member must wait one (1) year before being eligible again; after two (2) wins, there must be a two (2) year period before resumption of eligibility; and after three (3) wins, a three year wait. The cycle would begin again after the three (3) year wait

C. Recognition

The recipient would receive:

- (1) A \$1,000.00 stipend
- (2) A commemorative plaque to keep and, in addition, the winner's name will be added to a displayed plaque in the library.

D. Requirements

The faculty member must be nominated by a member of the faculty. The application and supporting material must be accompanied by three (3) letters of recommendation; one from the nominee's department, one from outside of the department, and, one from outside the University. The application and letters will be submitted to the Advisory Committee on Faculty Awards who will make recommendations to the Vice President for Academic Affairs. The Advisory Committee on Faculty Awards will be composed of five (5) faculty members, two (2) students, one (1) non-faculty staff person, one (1) dean, and one (1) community representative.

Approved by the Board of Regents on March 5, 1981

### ***MORGAN STATE UNIVERSITY MISSION***

#### ***Institutional Capabilities***

The University enrolls a student body from a wide variety of academic and socioeconomic backgrounds, a characteristic that positions the campus to address of the State's very diverse young population. Morgan enrolls a relatively broad segment of the young population, from those who have outstanding pre-college preparation to those who require support to realize their potential in college and complete a degree. As part of this commitment, it has and will continue to reserve up to 20% of places in its freshman class for students who do not meet all of its freshmen admission criteria but who exhibit potential for success in college. While this positions Morgan to serve students from a wide variety of backgrounds, this orientation is particularly important in serving the rapidly growing African-American population, which is considerably less likely to obtain a college degree than majority students. The state's future social and economic well-being is closely tied to ensuring that as many of its citizens as possible are qualified to fully participate in an economy that places a premium on a college education. The University is capable of educating significant numbers of citizens who might not otherwise be available to meet critical needs of employers.

Morgan's program emphasis is designed to place it in a position to make a major contribution to the needs of the job market and more broadly to society. The University leads all campuses in the state in the number of bachelor's degrees awarded to African-Americans in general and in key fields such as engineering, the sciences, business, and education. In an economy in which there are major shortages of educated employees, Morgan adds qualified individuals to the workforce. Large numbers of Morgan graduates would not have completed college without the outreach and support provided by the University. At the graduate level, the University offers programs of significance to the economy and to the academic and research communities. The campus ranks among the top twenty traditional campuses nationally in the number of doctoral degrees awarded to African Americans.

The University has a long history of working with the public schools, particularly those in Baltimore. Its undergraduate programs are an important source of minority teachers while its graduate programs provide education professionals with the education and credentials required to strengthen their contributions to the schools and school systems in which they are employed. The University also provides schools with a number of services outside of its traditional academic programs. These include tutoring, advising, televised courses, pre-college preparation, test preparation, etc.

Because the University is a source of significant numbers of students for the labor market, it has numerous relationships with business and industry. The primary form of such relationships is to expand and strengthen academic programs that prepare students from groups which traditionally are under-represented in fields in high demand in the labor market. The University also has an increasing number of research and service relationships with private sector organizations. As is the case with the private sector, the federal government has numerous relationships with the University. In addition to research, a major focus is to increase the number of students from historically under-served groups who enter the job market or continue their education, particularly in critical disciplines.

#### ***Institutional Objectives and Outcomes***

The University's highest priority goals for the long-term are:

To enroll a student body that is racially and ethnically diverse;

To enroll an undergraduate student body that is broadly representative of the young population of

Baltimore City and of the region in terms of past academic performance;

To offer programs of the highest possible quality from the baccalaureate through the doctorate;

To significantly increase the general intellectual competencies of the students it serves;

To rank among the top twenty traditional campuses nationally in the number of undergraduate and doctoral degrees awarded to African Americans;

To support research that advances knowledge, contributes to undergraduate and graduate education, and which increases the capacity of the campus to provide programs of service to the local community;

To provide programs of service to the City of Baltimore that increase the effectiveness of its organizations and improves the quality of life of its residents.

The University's immediate objectives are:

To continue to strengthen its undergraduate programs;

To continue to develop its doctoral and research mission;

To ensure that its students have sufficient financial aid to enable them to complete their programs;

To ensure that it provides the supportive and nurturing environment for undergraduate students that increases their probability of being successful in college;

To ensure that its students, faculty, and staff have access to the facilities, technology and other resources required to ensure that the campus is comparable in quality to other leading institutions.

The University maintains as a high priority the continuing and on-going assessment of its overall institutional effectiveness and achievement of its mission and goals. It gives primary attention to the assessment of student learning and of related educational programs and activities, and it links that to the assessment of other aspects of the University, including institutional resources, resource allocation, leadership and governance, administration and institutional integrity. Assessment of the University is tied directly to the institution's mission and goals, and the University employs a broad variety of internal and external measures, including self-study, to gauge its effectiveness. Morgan uses the research and data generated by assessment not as an end, but as a means of enhancing teaching and learning, improving services and processes, implementing effective planning, ensuring institutional renewal and improvement and otherwise ensuring accountability and overall improvement.

## SUMMARY OF STUDENT CODE OF CONDUCT TENETS OF JUDICIAL PROGRAM

**The full text of the Code of Student Conduct is at the following website:**  
**<http://www.morgan.edu/students/current/conduct.asp>**

To regard each student as an individual, deserving individual attention, consideration, and respect.

To consider the facts fully and carefully before resolving any case. To speak candidly and honestly to each student.

To hold each student to a high standard of behavior, both to protect the campus community, and to promote student moral development.

To contribute to the educational mission of the University by designing policies, conducting programs, and offering instruction that contribute to the intellectual and moral development of the entire student body.

**VII. CONDUCT** - All misconduct, including, but not limited to, the prohibited conduct listed hereafter, is subject to disciplinary action. Attempts to commit acts prohibited by this Code shall be punished to the same extent as completed violations.

### **A. ALCOHOL AND/OR DRUG VIOLATION:**

Consumption or possession of alcohol on University premises.

Unauthorized distribution or possession for purposes of distribution of any controlled dangerous substance or illegal drug.<sup>3</sup>

Use or possession of any controlled dangerous substance or illegal drug.

Any other violation of the Morgan State University Alcohol And Drug Policy.

### **B. CONSPIRACY**

A combination by two or more persons to plan, attempt and/or execute a violation of the Code or some act which is not a violation of the code, in itself, but becomes a violation of the Code when done by the concerted acts of the conspirators.

### **C. DISRUPTIVE, DISORDERLY OR RECKLESS CONDUCT**

Intentionally or recklessly causing physical harm or intentionally or recklessly causing reasonable apprehension of such harm.

Intentionally and substantially interfering with the freedom of expression of others.

Intentionally or recklessly destroying or damaging the property of others and/or the University.

Trespass or unauthorized entry to any University premises, facility, property or at a University-sponsored event or activity.

Engaging in disorderly or disruptive conduct, which interferes with the activities of others.

Classroom Disruption - The primary responsibility for managing the teaching and learning environment rests with the instructor, which includes faculty, teaching assistants, laboratory assistants, librarians or any other person acting in a supervisory capacity over the instructional forum. Students who engage in unlawful or prohibited conduct in those for a...



**D. FAILURE TO COMPLY**

Failure to comply with the directives of University officials, administrators, or judicial board(s) , including campus police officers, acting in performance of their duties.

Knowingly violating the terms of any disciplinary sanction imposed in accordance with this Code.

**E. FALSE INFORMATION**

Intentionally furnishing or causing false information or report to be furnished to the University.

Making, possessing, or using any forged, altered, or falsified instrument of identification.

Making, possessing, or using any forged, altered, or falsified University document, on or off-campus.

Morgan State University Handbook \* Summary of Student Judicial Conduct (page 2)

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Making, possessing, or using any forged, altered, or falsified University document, on or off-campus.

**F. FIRE EQUIPMENT/ ARSON/ WEAPONS/ SAFETY**

Setting fires, intentionally or recklessly misusing or damaging fire safety equipment, including, but not limited to, alarms, heat sensors, smoke detectors, hoses, fire extinguishers, and emergency telephones.

Failure to exit any building when a fire alarm has sounded or a building is evacuated.

Unauthorized use, possession or storage of any weapon.

Unauthorized use or possession of fireworks on University premises.

Trespass or unauthorized entry to any University premises or at a University-sponsored event or activity.

**G. GAMBLING**

**H. HAZING**

**I. POLICY REGULATION VIOLATION**

Violation of published University regulations, procedures, and policies. Such regulations or policies may include but are not limited to the residence hall contract, as well as those regulations relating to entry and use of University facilities, sale, possession, or consumption of alcoholic beverages, use of vehicles<sup>4</sup> and amplifying equipment, campus demonstrations, misuse of

identification cards, hazing or gambling.

**J. MISUSE OF MATERIALS OR PROPERTY**

Embezzling University funds; unauthorized reading, duplicating, removing, photographing, forging, counterfeiting, altering, or misuse of any document permit or record.

Misuse of materials, including but not limited to, student identification cards, keys, computers or computer-related items, laboratory equipment, athletic equipment, or other materials issued by the University.

Destruction, damage, misuse defacing or littering of any University building, property, or private property on the campus or at University sponsored events.

**K. THEFT**

The unauthorized taking, misappropriation, or possession of a property owned or maintained by the University or owned by any person on campus or attending a University sponsored event.

Possessing, retaining, and/or disposing of any stolen property, knowing or having reason to know that the property is stolen.

**Not Knowing Your Rights & Responsibilities is No Excuse. Read the Code**

Students should read the full text of the Code of Student Conduct at the following website:  
<http://www.morgan.edu/students/current/conduct.asp>



**MORGAN STATE UNIVERSITY**  
CAMPUS MAP 7/5/06



**Morgan State University**  
1700 E. Coldspring Ln.  
Baltimore MD, 21251  
443-885-3333

**University Student Center**  
443-885-1825

**University Police**  
443-885-3100  
Emergency# 443-885- 3103

**N**

DOWNTOWN



