

## **Chapter 10**

### **Related University Policies**

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

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

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

##### **A. Fundamental Rights**

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

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

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

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

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

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

- Right against improper academic evaluation.
- e. The spirit of free inquiry implies that (except under conditions of national emergency) no contracted research in which the results are intended to be secret is to be conducted on the campus.
2. The concomitant obligation to maintain high standards of scholarship and of professional dedication and performance.
    - a. Members of the community should be aware of their responsibilities, as expressed in the various handbooks for faculty, students, administration, and staff, and including the AAUP statement on professional ethics of 1969.
    - b. A full-time appointment implies primary commitment to the responsibilities of that position. Extramural services by a member which results in additional burdens to his peers should be undertaken by mutual agreement of the persons involved and should be a matter of record.
  3. Obligation not to
    - a. Interfere with the freedom of members of the campus to pursue normal academic and administrative activities, including freedom of movement;
    - b. Infringe upon the right of members of the campus to privacy in offices, laboratories, and dormitory rooms and in the keeping of personal papers, confidential records, and effects, subject only to the general law and to conditions voluntarily entered into;
    - c. Violate the right against improper disclosure of information. Campus records on its members should contain only information which is reasonably related to the educational purposes or safety of the campus;
    - d. Interfere with any member's freedom to hear and to study unpopular and controversial views of intellectual and public issues.

4. Right to identify oneself as a member of the campus and a concurrent obligation not to speak or act on behalf of the University without authorization. In cases of being misrepresented by the press and others, the member of the University shall not be held responsible.
5. Right to hold public meetings in which members participate, to post notices, and to engage in peaceful, orderly demonstrations in designated locations and at designated times on campus as described in 06-04.11–[POLICY ON TIME, PLACE AND MANNER FOR EXPRESSIVE ACTIVITIES](#). Reasonable and impartially applied rules shall be established regulating time, place, and manner of such activities and allocating the use of the facilities.
6. Right to recourse if another member of the campus is negligent or irresponsible in performance of his responsibilities.
7. Right to recourse if another member of the campus represents the work of others as his or her own.
8. Right to be heard, considered, and represented at appropriate levels of the decision-making process about policy matters of direct concern.
9. Right to expect of members of the campus community who have continuing association with the campus, and/or who have substantial authority and/or security, to maintain an environment conducive to respect for the rights of others and fulfillment of academic responsibilities.
  - a. Tenured faculty should maintain the highest standards in performance of their academic responsibilities.
  - b. Administration and staff should maintain the highest standards in providing a physical environment which will enable the academic process to flourish.
10. Right to expect that trustees exercise their particular responsibility and protect the integrity of the academic process from external and internal attacks and prevent the political and financial exploitation of the campus by any individual or group.

**C. Rights of the University**

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

These include:

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

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

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

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

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

All members of the campus have a right to representation in the formulation of and protection of fair and equitable policies and procedures which shall determine the validity of charges and the extent of penalties.

1. Campus rules and regulations and the range of penalties for any violation should be clearly and publicly made known.
2. Procedures should be structured to
  - a. Facilitate a reliable determination of the truth or falsity of charges;
  - b. Insure fairness to all parties.
  - c. Insure consideration of charges without undue delay.
3. Charges of minor infractions penalized by small fines or reprimands which do not become part of permanent records may be handled expeditiously by the appropriate structure. Persons penalized have the right of appeal.
4. In the case of charges of infractions which may lead to notation in permanent records, or to more serious penalties, such as suspension or expulsion, members of the campus have a right to due process, including the right of appeal.
5. Members of the campus charged or convicted of violations under general law may be subject to campus sanctions for the same conduct, in accord with campus policies and procedures, when the conduct is in violation of a campus rule essential to the continuing protection of other members of the campus or to the safeguarding of the educational process.

Approved by the Academic Council, May 24, 1971  
Approved by the University Senate, September 7, 1982  
Approved by the Academic Senate Executive Committee  
October 8, 2020

## **Section II. Academic Freedom**

The University subscribes to the 1940 "Statement of Principles on Academic Freedom and Tenure" and the 1970 "Interpretive Comments" of the American Association of University Professors and has established policies and procedures to implement the statements. The AAUP statements may be found in the American Association of University Professors Policy Document and Reports.

<http://www.aaup.org/issues/academic-freedom>

## **Section III. Professional Ethics**

The University subscribes to the 1966 "Statement of Professional Ethics" and the 1987 and 2009 revisions of the American Association of University Professors.

Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professor may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

- A. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.
- B. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate

against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibility for the governance of their institutions.

- C. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.
- D. As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

<http://www.aaup.org/report/statement-professional-ethics>



- Section IV. Consensual Relations with Students (TU 07-06.30)**  
<https://www.towson.edu/about/administration/policies/documents/policies/07-06-30-consensual-relations-with-students1.pdf>
- Section V. Employment of Members of the Same Family/Household and Consensual Amorous Relationships (Nepotism) (TU 07-02.10)**  
<https://www.towson.edu/about/administration/policies/07-02-10-employment-members-same-family-household-consensual-amorous-relationships-nepotism.html>
- Section VI. Policy on Campus Ministries (TU 06-07.00)**  
<https://www.towson.edu/about/administration/policies/06-07-00-policy-campus-ministries.html>
- Section VII. Policy on Sexual Misconduct (TU 06-01.60)**  
<https://www.towson.edu/about/administration/policies/06-01-60-policy-sexual-misconduct.html>

- Section VIII.** **Towson University Information Technology Policies**  
[https://inside.towson.edu/generalcampus/tupolicies/categorylist.cfm?theCategory=Information Technology](https://inside.towson.edu/generalcampus/tupolicies/categorylist.cfm?theCategory=Information%20Technology)
- Section IX.** **Policy on Acts of Violence and Extremism (USM VI-1.10)**  
<http://www.usmd.edu/regents/bylaws/SectionVI/VI110.html>
- Section X.** **Policy on Threats and Violence (TU 06-01.10)**  
<https://www.towson.edu/about/administration/policies/06-01-10-policy-threats-violence.html>
- Section XI.** **Weapons Prohibited (TU 06-01.11)**  
<https://www.towson.edu/about/administration/policies/06-01-11-weapons-prohibited.html>
- Section XII.** **Disruptive Students**
- A disruptive student may be sanctioned pursuant to the Towson University Code of Student Conduct. In extreme cases, or cases involving disruption by a person other than a student, the person may be denied access to campus. Faculty members should contact their department chairperson for guidance and document all instances of disruption to be considered in these processes. For information on sanctions under the Code of Student Conduct, contact the Office of Student Conduct and Civility Education in the Division of Student Affairs. For information on denial of access, contact University Police.
- Section XIII.** **Policy on Emergency Conditions: Cancellation of Classes and Release of Employees (USM VI-12.00)**  
<http://www.usmd.edu/regents/bylaws/SectionVI/VI1200.html>
- Section XIV.** **Towson University Policy on External Use of the University's Name**
- A. Scope
- This policy applies to courses, workshops, conferences, institutes, and non-credit programming operated through the Division of Academic Affairs of Towson University and includes procedures for fair advertising, quality assurance, and fiscal accountability.

B. Purpose

This policy is intended to assure that:

1. the consumers and potential consumers of the University's programs and services receive all pertinent information about the program from which they can make an informed decision;
2. advertising will specify procedures consistent with accepted accounting procedures, including cash receipts, cancellation and refund policies, and other matters;
3. presenters, lecturers, instructors, and facilitators of non-credit courses, workshops, seminars, and related programs are fully identified in terms of their relationship to the University;
4. all University policies and procedures regarding publications are met, such as those for the placement of EEO/AA notices; and
5. the role and channels of communication between the Division of Academic Affairs and the Event and Conference Services Office will be clarified so that programming which is inconsistent or competitive with the Division of Academic Affairs' programs will be avoided.

C. Quality Assurance

1. Procedures must be in place within each college to ensure programs have the dean's and department's support, as well as the support of any other councils, committees, or related groups within the college, as deemed appropriate by the Dean.
2. Instructors/presenters must have an acceptable combination of education and experience in a program's topic area, as deemed appropriate by the department/dean.
3. Programs longer than three contract hours should entail completion of evaluation forms by participants.
4. Audiovisual aids, when used, should be appropriate for the audience.
5. Participant feedback and input should be solicited, formally or informally, during the conduct of programs extending over several weeks so the enhancements may be included, as appropriate.

6. Centers and institutes will prepare an annual report to the Provost following established guidelines.

D. Financial

1. Co-sponsored programs can be operated under a non-financial agreement, a joint venture agreement, a services procurement contract, or an employer-employee payroll arrangement. Regardless, the relationship should be defined clearly in writing. Whenever a financial relationship exists, existing University or Towson University Foundation procedures must be followed.
2. Appropriate accounting controls must be in place. Centers and institutes should consult with the Bursar's Office to establish necessary procedures.
3. Co-sponsors must have the right to inspect or review all financial records in which they have an interest.
4. An acceptable procedure for handling cash receipts must be in place. This should be arranged in consultation with the Bursar's Office.
5. To prevent audit exceptions arising from commingling state and Foundation funds, a program can be run either as a University program or as a Foundation program, but not as both. If a program is to be operated as a Foundation program, it must clearly be advertised as a Foundation program, not as a University program. Also note that the foundation may not support or conduct educational or research activities except with the express, prior approval of the responsible official. (USM Policy IX-2.00, No. 13)

E. Advertising and Related Topics

1. Advertising of all programs offered through the Division of Academic Affairs of the University shall include the affiliation and title of any instructors or presenters who are not members of the University's faculty or staff. Instructors and presenters who are members of the University's faculty should also be designated by department and college affiliation.
2. Program advertising should refer to Towson University prominently and state the sponsoring college, department, or center/institute. Precedence may vary based on the design of an advertising piece; however, all sponsors should be acknowledged.

3. If a University program is co-sponsored with an external party, advertising or promotion produced by that party must be reviewed by the accountable administrator from the University before release to the public. Full University editorial rights should be made part of any co-sponsorship agreement.
4. If a group wishes to affiliate with the University solely for the purpose of space procurement, it should be referred to the Event and Conference Services Office, and its request will be handled as a rental of space. If the University has a more substantial academic interest and takes a more active role, the program could be administered through the Division of Academic Affairs. Substantial interest should be determined on a case-by-case basis. Factors used to determine a substantial interest may include but are not necessarily limited to the degree to which the University has input on curriculum and selection/approval of instructors, whether the accountability for approval by a regulatory body (such as the Insurance Commission) rests with the University, whether program evaluation is conducted by the University, whether participants register through the University or through the other party, and the distribution of fiscal operations between the University and the other party.
5. If the Event and Conference Services Office is approached by a party seeking to rent space and the purpose of which they are renting space falls within an area of expertise of one of the University's academic departments or offices, it is expected that a representative from that Office will contact the appropriate academic department or office before finalizing a rental agreement. This will provide the opportunity for co-sponsorship, if the department so desires, will allow a department to veto an activity which may conflict or compete with existing or planned activities offered by the department, and will allow the department to veto an activity that could be inferred by the public as a department or department-sanctioned activity when in fact it is not.
6. Any advertising materials that originate from a co-sponsorship that carries the University's name must follow publication policies as established by the Design and Publications Office and the University Post Office. This includes placement of logo, format of the mailing and return addresses, use of postage permit numbers, and the correct form of the affirmative action/equal employment opportunity statement.

7. For accounting and auditing reasons, any advertising must specify exactly what is covered by tuition or registration fees beyond actual admission to the program. This would include but would not be limited to food and beverage service, transportation costs, participant manuals, books, and other cost items.
8. All advertising, which includes a registration form, must specify all conditions and procedures for refunds in the event a participant withdraws.
9. Advertising must include a contact person's or office's telephone number. Offices which may receive telephone inquiries about a specific program should be alerted so that callers can be routed to the correct number.

Approved by the Council of Deans, May 7, 1991

Approved by the President's Staff, July 8, 1991

## **Section      Towson University Policy on Publications, Marketing and XV.          Communications**

All major University publications directed to an external audience are vetted by the Office of University Marketing. All news releases, publicity, and media contacts must be arranged through this office. The Director of University Relations has been designated by the President as one of the official spokespersons for the University. University Marketing staff members are available for consultation with administrative and academic departments, student organizations, and faculty members regarding marketing, and public relations.

The Office of Design and Print Centers is responsible for University publications prepared for off-campus use or for wide on-campus distribution. The Office of Design and Print Centers is also designated as the on-campus clearinghouse for the State Book Depository. Twenty-five copies of all publications intended for students, parents or any off-campus distribution must be forwarded to the Office of Design and Print Centers in accordance with state regulations.

The Office of Design and Print Centers produces camera-ready graphic art for University-approved publications that are appropriate for the University in terms of quality, effectiveness, and budget.

The Office of Design and Print Centers is responsible for the standards regarding use of Towson University's logo, brand standards for university communications and its nondiscrimination compliance statement, which must be printed in all publications prepared for off-campus use or for wide on-campus distribution as shown below.

Towson University is in compliance with federal and state regulations regarding nondiscrimination on the basis of race, color, national origin, religion, gender, marital status, age, political affiliation, veteran status, condition of handicap, or other prohibited reason. The University does not discriminate on the basis of sexual orientation. For further information, contact the TU Office of Diversity and Equal Opportunity.

Approved by the Vice President for Institutional Advancement, May 23, 1998  
Updated 8/02.

## **Section XVI. Towson University Policy on Non-Credit Activities**

### **A. Introduction**

Any non-credit activity sponsored by a unit of the Division of Academic Affairs of Towson University shall conform to the mission of Towson University and shall be an appropriate educational outreach for the sponsoring unit. Specifically, a non-credit activity should provide an opportunity for individuals and groups to gain knowledge, skills, and/or appreciation for lifelong learning.

Non-credit activities should assist individuals in understanding their relationship to the nature of an ever-changing world more broadly.

Towson University, as a comprehensive institution of the University System of Maryland, bears a major responsibility for continuing education outreach to its communities. This document outlines academic, administrative, and fiscal responsibilities for all non-credit activities sponsored by a school/college, academic department, center, institute, or other unit of the Division of Academic Affairs of the University. Policies and procedures governing the conduct of these activities are set forth. Exceptions to the policies and procedures presented must be approved in advance by the provost. References to non-credit activity policies and procedures pertain only to the Division of Academic Affairs of the University.

In this report, "sponsor" designates the college, academic department, center, institute, or other unit of the University assuming responsibility for the event's content, organization, marketing, administration, and/or academic quality. The sponsorship must be clearly indicated on the event's promotional literature and publications. Events may be conducted in cooperation with or may be supported by inside (within the University) units or by outside (external to the University) agencies. An appropriate University staff member or sponsor shall be designated as the

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

B. Classification of Non-Credit Activities

1. Type A - University service

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

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

2. Type B - Public Service

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

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

3. Type C - Individual Service



Type C activities anticipate that an individual or the organization represented will be the primary recipients of the benefits accruing from the offering of these programs. This category applies to programs, not classified as Type A or Type B, sponsored by a college, academic department, center, institute, or other unit of the University, and conducted by University personnel for individuals or representatives of organizations, such as

- a. business and industrial companies,
- b. special interest associations, or
- c. other groups mainly concerned with the promotion of self-interests.

4. **Type D - Special arrangement meetings**

Type D activities anticipate that the University, the public, the individual, the organization represented, or all of these may be the primary recipient of the benefits accruing from the offering of these programs. This category includes all other programs sponsored by colleges, academic departments, centers, institutes, or other units of the University, and are

- a. activities conducted by groups or organizations utilizing the University's unique physical facilities for conducting their own education programs, or
- b. activities which, because of their unusual nature, may not be classified as Type A, Type B, or Type C.

This classification system relates to all non-credit activities as defined herein and sponsored by the Division of Academic Affairs of Towson University. All non-credit activities, regardless of type, shall be appropriate to the mission of Towson University and the sponsoring organization(s).

C. **Organization and Administration**

Sponsors shall be charged with the academic organization, administration, marketing, and management of any non-credit activity initiated.

Sponsors shall be responsible for preparing and overseeing budgets, collecting fees, scheduling facilities, and serving as liaisons in all

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

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

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

#### D. Fiscal Operations

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

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

Directors of the sponsoring unit shall identify the type of non-credit activity (Type A, B, C, or D) and make a determination regarding the appropriate location of the account based upon the following considerations:

Source of income;

Intended audience (Type A, B, C, or D);

Co-sponsorship constraints; and

Anticipated revenue/over-attainment.

While it may be the ultimate goal of a sponsor to become self-sufficient, the primary purpose of non-credit programs is to serve the needs of campus and outreach communities. However, centers and institutes

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

E.      Ownership Rights

The University's policies and procedures covering the ownership of patents, copyrights, and other rights in inventions and in written and recorded material shall govern the production and distribution of conference-related speeches, proceedings, recorded materials, and other publications.

Approved by the Provost, February 21, 1990

Approved by the President's Staff, July 8, 1991

**Section      Towson University Policy on Solicitation of Advertising  
XVII.**

Because the Division of University Advancement is responsible and held accountable by the president for all external affairs of the University and, specifically, for contacts which can affect the image of the institution and/or result in monies being generated for the University (either through advertising or donations), final authority for the interpretation of the University's advertising and sponsorship policy is delegated by the president to the Vice President for University Advancement.

This policy applies to all forms of advertising and sponsorship solicitations, including such things as programs, calendars, novelty items, and yearbooks. This policy exists to insure that advertisers in various University publications and on all other types of merchandise are not subjected to multiple or unauthorized solicitation. The day-to-day implementation of this policy is managed by AVP of Marketing/Communications.

When planning to solicit advertising or sponsorship, each department or organization must arrange a meeting with the Associate Vice President for University Marketing. At that meeting, procedures to be followed under the policy will be reviewed. As a general policy, no independent or external promoters will be allowed to use the University's name in any form whatsoever unless granted specific permission by University Marketing.

**Section**        **Collections and Donations**

**XVIII.**

The University permits the solicitation of donations for external organizations only for the United Charities Campaign.

**Section**        **Towson University Policy on Fund-Raising, Gifts,**  
**XIX.**        **Voluntary Support, and Grants**

All fundraising efforts by administrative and academic departments, by student organizations, and by faculty and staff members when using an affiliation with the University are coordinated through the Division of University Advancement. All gifts and grants to the University, except University Research Service grants, are received and administered by this office.

Departments or individuals wishing to receive gifts of any kind for the University must arrange for their receipt through this office.

The Towson University Foundation, Inc. is a non-profit corporation registered with the State of Maryland and established for the sole purpose of enhancing the opportunity for excellence of the University. It does so by inviting, receiving, holding, and investing as appropriate, and administering gifts, grants, and loans to support legitimate activities of the University.

The foundation is administered by a Board of Directors composed of distinguished professional, industrial and educational leaders and include among its membership the President of the University and the Vice President for University Advancement, who serve as an ex officio member of the foundation.

Under the direction of the Vice President for University Advancement, the Office of Development is responsible for creating and carrying out a comprehensive long-range program for expanding voluntary support for the University. Support from individuals, corporations and private foundations is solicited for the purpose of providing scholarships, fellowships, grants, equipment, special programs, special facilities, and buildings, collections, and other resources.

Proposals for grants sponsored by external organizations in support of projects, and new programs to be administered by the University, other than University Research Services projects, must be reviewed by the Office of Development before submission to a sponsoring organization.

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

**Section XX. Gift Acceptance Guidelines for Faculty**

As state employees, Towson University faculty members must adhere to state guidelines regarding the acceptance of gifts, as established by Maryland Public Ethics Law. Generally, state employees cannot solicit or accept gifts. Maryland Public Ethics Law does, however, permit exceptions for gifts that would not impair the impartiality and independent judgement of the recipient. If doing so would not impair a faculty member's impartiality and independent judgement (e.g., assigning course grades), the faculty member could accept "unsolicited gifts of nominal value."

Faculty members reserve the right to refuse even nominal gifts if they prefer to separate themselves from any question of whether accepting gifts affected their ability to be impartial in providing evaluations such as those pertaining to student grades, classroom performance, or employment qualifications.

Formal or informal advice regarding acceptance of gifts can be requested from the Maryland State Ethics Commission.

<http://ethics.maryland.gov/wp-content/uploads/filebase/general/Public-Ethics-Law.pdf>

**Section XXI. Towson University Policy on the Preservation of Items of Historical Interest**

All administrative officers of the University, including officers of instruction of whose regular or occasional performance of administrative duties puts them in possession of files, records, or documents pertaining to their official duties, shall observe the following regulations:

1. The archives of Towson University shall include the manuscripts and printed materials produced by the operations of the University, meaning (1) files of letters sent and received, (2) records such as minutes, memorandum, reports, annual reports, reports on accreditation, (3) publications, brochures, newsletters, catalogs, and programs, (4) photographs and architectural drawings and blueprints, and (5) any material deemed of enduring value.

2. The archives of the official activities of University officers and offices, including departments of instruction and special programs, shall be the property of the University.
3. Such property shall not be destroyed without the approval of the University Archivist and the officer in charge of the office where it accumulates.
4. The University Archivist shall advise archives-creating offices on the preservation of records, on the disposal of useless materials in their custody, and on the orderly transfer of records to the University Archives.
5. The officer in charge of each office shall be the judge as to how long it is convenient to hold archival material in that office under direct control.
6. All archival material, when no longer wanted in the office to which it pertains, shall be transferred to the University Archives.
7. The officer who authorizes transfer of material to the University Archives and the University Archivist shall determine the conditions of access to the material once it is located in the archives, except as otherwise determined by the president.
8. The University Archivist shall protect archival material deposited in the University Archives from mutilations and destruction and shall keep it in such arrangement that it is accessible to authorized persons when the Archives is open for use.
9. Should any difference arise between any of the foregoing items and Title 10, Subtitle 6 of the volume of the Annotated Code of Maryland entitled "State Government," the provisions of the Annotated Code shall take precedence.

Approved by the President, July 2, 1991

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| <b>Section<br/>XXII.</b>  | <b>Policy on Substance Abuse for Faculty, Staff and Students<br/>(TU 07-01.10)</b><br><a href="https://www.towson.edu/about/administration/policies/07-01-10-policy-substance-abuse-faculty-staff-students.html">https://www.towson.edu/about/administration/policies/07-01-10-policy-substance-abuse-faculty-staff-students.html</a> |
| <b>Section<br/>XXIII.</b> | <b>Smoke Free Campus Policy (TU 06-14.00)</b><br><a href="https://www.towson.edu/about/administration/policies/06-14-00-smoke-free-campus-policy.html">https://www.towson.edu/about/administration/policies/06-14-00-smoke-free-campus-policy.html</a>  |

- Section XXIV. Towson University Policy on Gambling and Raffling**
- Gambling on state property is permitted only in accordance with state and local laws. The student organizations affiliated with the Towson University Student Government Association and other community and campus groups are permitted to hold raffles and gaming on the campus but must adhere to the restrictions listed in the Towson University Gambling and Raffle Policy which is printed in the Events and Conferences Guide for Student Organizations.
- Section XXV. Procedures on Reporting Suspected or Known Fiscal Irregularities (TU 08-07.10)**
- <https://www.towson.edu/about/administration/policies/08-07-10-procedures-reporting-suspected-known-fiscal-irregularities.html>
- Section XXVI. Policy on the Reporting of Suspected Child Abuse and Neglect (TU 06-01.50)**
- <https://www.towson.edu/about/administration/policies/06-01-50-policy-reporting-suspected-child-abuse-neglect.html>