

# Faculty Handbook 2024-2025

## SECTION 8

### GENERAL INFORMATION

#### **8.01 Alcohol and Drugs**

The University is committed to maintaining an environment that is free from illegal drugs and the abuse of alcohol, thus providing a drug-free workplace for its students, faculty and staff. (Refer to [Policy 1:105.](#))

#### **8.02 Bulletin Boards**

Bulletin boards are placed in many locations throughout the campus. While most are available for all appropriate faculty, staff, and student use, some are restricted to official University business. The restricted official bulletin boards are located in Palmer Hall and the L. Holland Floyd Physical Plant Complex.

#### **8.03 Campus Mail Service**

The Campus Mail Service is a part of Central Receiving and Supply, located at the L. Holland Floyd Physical Plant Complex. Departmental mail is picked up and delivered daily to departments. Mail to be sent off-campus is metered and taken by Central Receiving to the post office for delivery. Under no circumstances may personal mail be charged to a University account. The use of the University's in-house mail system to distribute chain letters is prohibited.

#### **8.04 Duplication and Distribution of Instructional Materials**

Duplication and distribution of instructional materials must comply with Federal copyright statutes. University employees may not collect money directly or indirectly from students to cover the cost of duplicated materials. No University employee may receive commissions, discounts, or benefits of any kind from the University Bookstore or its printer as a result of the sale and/or distribution of duplicated instructional materials to students. (Refer to [Policy 02:002.](#))

#### **8.05 Electrical Needs**

Circuits in all buildings are limited as to capacity and characteristics. Therefore, before acquiring electrical equipment, the department should consult with the Physical Plant Department regarding the voltage and amperes or kilowatt capacity available and either get equipment within the necessary range or arrange beforehand for a proper circuit.

#### **8.06 Equipment**

Faculty handling University equipment in performance of duties are responsible for the care and security of that equipment while it is under their control. If it is necessary to

remove University equipment to a personal residence or other off-campus location, it may be done only with the permission of the appropriate supervisor. (Refer to [Policy 03:030](#).)

### **8.07 Facilities and Space Scheduling**

All buildings, classrooms, lecture halls, conference rooms and exterior space must be properly scheduled. Unauthorized entry into, occupation of, or use of University property is illegal and may result in disciplinary action, in addition to possible legal action. A master calendar of all scheduled events in public University space is maintained in the Facility and Event Scheduling Office. (Refer to [Policy 01:020](#).)

### **8.08 Grievance Policy and Procedure**

The composition of the Faculty Grievance Committee is described earlier under "University Committees" in this *Handbook*. Detailed information about the University's grievance policy and procedures may be found under "Policies" on the University web site. (Refer to [Policy 04:300](#).)

### **8.09 Identification Cards**

UM identification cards are issued in the IS&T Solution Center. Faculty may be requested to present IUM ID cards for admission to concerts, athletic contests and other events.

### **8.10 Information Resources**

A University faculty member who abuses information technology resources by directly or indirectly damaging or destroying any computer, computer system, computer network, program or data, or who causes such act to occur, may be subject to disciplinary action including termination, expulsion, or prosecution.

The University, including its computing and networking facilities, is a forum for the exchange of information and ideas and, therefore, cannot protect users from materials they may find offensive. Such materials, however, shall not be represented nor construed as an endorsement or approval by the University. By using any University information resource, the user agrees to abide by all applicable copyright and licensing requirements. Use of University information resources is governed by all applicable University policies and state and federal laws. Abuse of information resource privileges may result in the loss of those privileges and in disciplinary action, including termination of employment or expulsion. Abuse of networks or computers at other sites through the use of University resources will be treated as an abuse of information resource privileges at the University.

The University does not guarantee the privacy of users, their electronic files, or their communications. The University reserves the right, as owner, to preserve, monitor or inspect for business purposes any information transmitted through or stored in its computers and may do so periodically to verify that software and hardware are working correctly, to look for particular kinds of data or software (such as computer viruses), or to audit the use of University resources. In cases of misuse, the University also reserves

the right to deny access to computing facilities. (Refer to [Policy 01:010](#) and [Policy 01:011](#).)

### **8.11 License and Registration**

Faculty are responsible for acquiring, maintaining and renewing any licenses or registrations required for the performance of their duties. These include but are not limited to: state driver's license and automobile registration, commercial driver's license, and professional memberships.

### **8.12 Lost and Found**

Articles found on University premises should be turned in to the appropriate supervisor or the University police.

### **8.13 Notification of Change of Status**

Any change in personal status should be reported in writing immediately to the Office of Human Resources. Such changes include name, marital status, dependents, address, telephone numbers, direct deposit, insurance beneficiaries, and criminal convictions. Applicable items received by the 20th of the month will be reflected in the next payroll. (Refer to [Policy 04:020](#).)

### **8.14 Parking**

Faculty may park on campus in designated areas. Zone parking regulations are in effect from 7:30 a.m. to 6:30 p.m., Monday through Friday, each semester and summer session. Copies of the regulations and parking area maps are available at the campus police department. All vehicles used on campus must be registered. Faculty members may obtain parking permits by [registering their vehicles](#) on Banner Self Service by accessing the Bosscars Parking Decal link using their UM ID number (M#) and pin.

### **8.15 Personal Appearance**

Personal neatness and appropriate dress are generally left to the good taste and judgment of the individual unless the nature of the assignment calls for or requires uniforms or the imposition of dress and grooming standards. Faculty are expected to follow commonly accepted standards of personal hygiene, neatness, and cleanliness of attire.

### **8.16 Personal Behavior**

Faculty are expected to have a cooperative attitude and conduct themselves in a professional, business-like manner. (Refer to [Policy 04:405](#).)

### **8.17 Pest Control**

The Physical Plant contracts for pest control service for the entire campus.

### **8.18 Searches/Inspections**

The University reserves the authority to conduct random and unannounced inspections of lockers, desks, files, file drawers/cabinets, computers, e-mails, etc., in order to protect health; to ensure compliance with all University rules, regulations and policies;

for evidence of misconduct (work-related or otherwise), or for other work-related purposes. The University may also institute procedures for random inspection of any parcels coming into or leaving University buildings. Except where cause to suspect criminal activity exists, or unless circumstances otherwise require, faculty will generally be given an opportunity to be present for any such inspections. Faculty should keep possessions they do not wish to be seen off campus and should not have an expectation of privacy in connection with personal effects kept on or in University property.

### **8.19 Sexual Harassment**

Sexual harassment violates Federal statutes and the University's nondiscrimination policy and will not be tolerated. (Refer to [Policy 01:114](#).)

### **8.20 Smoking**

The interiors of all University of Montevallo buildings are smoke free. Smoking is limited to outdoor areas on campus that are at least 25 feet away from building entrances and exits of all University owned facilities. (Refer to [Policy 01:135](#).)

### **8.21 Solicitation**

(Refer to [Policy 01:040](#) for details.)

### **8.22 Telephone System**

The University, in conjunction with AT&T and Ambit, operates the campus telephone system. All changes in telephone service and extensions must be made through the IS&T department. The University telephone system is used to conduct University business. Personal calls should be limited to only those which are necessary and should be kept to a minimum length. Personal long-distance calls may not be charged to the University.

### **8.23 Travel**

Refer to [Section 3.08](#) in section 3 of the Faculty Handbook for further information.

### **8.24 Utilities**

Buildings are heated and/or cooled only during regular work days or as expressly approved by the President.