

Office of the Provost
Quick Reference Guide for Associate Deans and Department Heads

Reporting Sexual Assaults, Intimate Partner Violence, and/or Stalking

Per the [*Policy Against Discrimination, Harassment and Related Interpersonal Violence*](#), all non-confidential University employees (including faculty) are required to report sexual assaults, intimate partner violence, and/or stalking involving a student that they witness or are told about to the Office of Institutional Equity. The University takes all reports with the utmost seriousness. Please be aware that while the information you provide will remain private, it will not be confidential and will be shared with University officials who can help. More information is available at equity.uconn.edu and titleix.uconn.edu.

Academic Integrity

For undergraduate students, academic misconduct includes, but is not limited to:

- Providing or receiving assistance on academic work (papers, projects, examinations) in a way that was not authorized by the instructor;
- Any attempt to improperly influence (bribery, threats) any member of the faculty, staff, or administration of the University in any matter relating to academics or research;
- Plagiarism;
- Doing academic work for another student;
- Presenting the same or substantially the same papers or projects in two or more courses without the explicit permission of the instructors;
- Situations where one student knowingly assists another student in committing an act of academic misconduct, and any student doing so will be held equally accountable for the violation.

In most cases, an instructor will report a student for academic misconduct when he/she believes there is enough information to demonstrate a case. When an instructor believes there is sufficient evidence to demonstrate a case of academic misconduct, he/she shall generally notify the accused student in writing and orally within five days of the discovery of the alleged misconduct. Evidence of academic misconduct can include continuing suspicious behavior during an exam when warned by the instructor to stop and academic works being submitted by two students that are remarkably similar.

The instructor is responsible for saving all information on academic misconduct in its original form and does not need to return any of the material to the student. Copies of the students work and information about other evidence can be provided to the student upon request.

More information is available at community.uconn.edu/academic-integrity-faculty-faq/.

The Graduate School has a separate policy, *Scholarly Integrity in Graduate and Post-Doctoral Education and Research*: <http://policy.uconn.edu/2014/04/11/policy-on-scholarly-integrity-in-graduate-education-and-research/>.

Accommodations

Students

At UConn, we are committed to assuring students with disabilities have equal access to educational opportunities. To accomplish this, we often make accommodations for students with disabilities, which are academic adjustments or modifications made to elements of a student's postsecondary program that help to compensate for the student's condition(s) and provide equal access to students with disabilities. Faculty should not make decisions about how to accommodate students on their own. UConn's Center for Students with Disabilities (CSD) is the University agent charged with engaging in an interactive process with each student and reviews requests for accommodations on an individualized, case-by-case, class-by-class basis.

Depending on the nature and functional limitations of a student's documented disability, he/she may be eligible for reasonable and appropriate accommodations. Faculty members are expected to follow the accommodations CSD determines are reasonable and appropriate. That said, there may be some instances where an accommodation is not reasonable or appropriate. Any time faculty members have questions or concerns about an accommodation, they should be in touch with CSD to discuss the circumstances. For more comprehensive information, please refer to the [CSD website](#) or, specifically, its [faculty and staff resources page](#). In addition, we strongly recommend you include the following language in all of your course syllabi:

"The University of Connecticut is committed to protecting the rights of individuals with disabilities and assuring that the learning environment is accessible. If you anticipate or experience physical or academic barriers based on disability or pregnancy, please let me know immediately so that we can discuss options. Students who require accommodations should contact the Center for Students with Disabilities, Wilbur Cross Building Room 204, (860) 486-2020 or <http://csd.uconn.edu/>."

Faculty

Faculty accommodations through ADA or related to other medical issues are made through consultation with the Department of Human Resources. Department Heads should not make accommodations without the involvement of Human Resources.

More information: <https://hr.uconn.edu/ada-compliance/>.

Leaves of Absence

State and federal law, the *By-Laws of the University of Connecticut*, University policies and procedures, and collective bargaining agreements govern leaves of absence.

Sabbatical Leaves

- Continuous, full-time service for at least six years (exceptions may be approved by the Provost).
- Faculty may request a one-semester leave at full pay or a full-year leave (academic or calendar year) at half-pay.
- Faculty are obligated to return to active service for a minimum of one year following such leave.
- Administrative postponements will not impact the sabbatical clock. Faculty member postponements will delay the restarting of the sabbatical clock.

Medical Leaves

- In addition to state and federal law, medical leaves (and whether or not they are paid or unpaid) are governed by the Faculty Medical Leave Guidelines: <http://policy.uconn.edu/2015/05/21/faculty-medical-leave-guidelines/>

Emergency Leaves

- Department heads, with notice to the Dean, may approve an emergency leave of up to ten days. If a longer leave is sought, approval from the Provost's Office is required.

Faculty Leaves (Fellowships, Personal Leaves, etc.)

- Non-sabbatical and non-medical (or emergency) leaves require approval from the Department Head, Dean, and Provost. These are reviewed on a case-by-case basis and are approved when in the best interest of the University and the faculty member. Ordinarily, a research leave counts towards the tenure clock, while a personal leave does not.

All faculty leave forms are processed through Core-CT: <http://ess.uconn.edu/>

Faculty Consulting

Consulting is an activity performed by a faculty member for compensation as a result of his/her expertise or prominence in his/her field while not acting in his/her official capacity as a State employee. Consulting should not interfere with a faculty member completing his/her University duties at a satisfactory level.

Faculty need pre-approval to consult, and may request approval through an online form: <http://consulting.uconn.edu/>.

Travel

The Office of the Provost does not pre-approve travel requests. Individual schools, colleges, and departments may implement pre-approval processes as appropriate.

Travel Services developed an online form for pre-trip services, such as international travel insurance, travel advances, and Bradley Parking Permits. For more information and access to the Travel WebForm, see <http://travel.uconn.edu/>.

Travel Services is implementing a new travel system in the fall of 2019. Concur will allow you to request pre-approval for travel, book travel, and easily complete your expense report for quick reimbursement. For additional information and updates on the roll out of the project, see <https://concurproject.uconn.edu/home>.

New Academic Programs

When a department seeks to offer a new academic program, approval must be sought from the department, the school/college, the Dean, The Graduate School (if applicable), the Council of Deans, and the Board of Trustees.

A full outline of the process and applicable templates and forms are available here: <http://policy.uconn.edu/2011/06/02/academic-program-proposal/>.

Visiting Scholar Housing

Visiting Scholar Housing is available in studio apartments in the Oaks on the Square for individual visitors and through local University houses for visitors and their families. All apartments and houses are fully furnished and rent includes all utilities.

Visiting Scholar Housing is limited, and we recommend sponsors submit an application six months in advance (or as soon as possible). If Visiting Scholar Housing is unavailable, we forward inquiries to Off-Campus Student Services; they maintain a directory of available housing near campus.

More information on Visiting Scholar Housing: <http://rentalproperties.uconn.edu/>

More information on Off-Campus Student Services' Housing Search: <https://offcampushousing.uconn.edu/>

Emeritus Designation

Upon retirement, faculty who are at the rank of Professor (or equivalent) with five years of service at that rank are presented to the Board of Trustees for designation of emeritus status.

Faculty who do not meet the above criteria may be presented to the Board following approval by the Retirement Committee and the President. Nomination packets should include a letter of support and an up-to-date CV.

More information: <http://guide.uconn.edu/emeritus/>.

Statement on Absences from Class Due to Religious Observances and Extra-Curricular Activities

Faculty and instructors are expected to reasonably accommodate individual religious practices unless doing so would result in fundamental alteration of class objectives or undue hardship to the University's legitimate business purposes. Such accommodations may include rescheduling an exam or giving a make-up exam, allowing a presentation to be made on a different date or assigning the student appropriate make-up work that is intrinsically no more difficult than the original assignment. Faculty and instructors are strongly encouraged to allow students to complete work missed due to participation in extra-curricular activities that enrich their experience, support their scholarly development, and benefit the university community. Examples include participation in scholarly presentations, performing arts, and intercollegiate sports, when the participation is at the request of, or coordinated by, a University official. Students should be encouraged to review the course syllabus at the beginning of the semester for potential conflicts and promptly notify their instructor of any anticipated accommodation needs. Students are responsible for making arrangements in advance to make up missed work.

For conflicts with final examinations, students should contact the Dean of Students Office. Faculty and instructors are also encouraged to respond when the Counseling Program for Intercollegiate Athletes (CPIA) requests student progress reports. This will enable the counselors to give our students appropriate advice.

Emergency Closing Policy

During inclement weather and other emergency situations at the University of Connecticut, the safety of our students, faculty, and staff is paramount. At the same time, the University has very important research, teaching, service, and outreach missions, and must maintain continuous and effective business operations. With due consideration to safety, the University will remain open and operate normally to the greatest extent possible. Faculty, staff, and students should evaluate their own circumstances carefully, exercise appropriate judgment, and take responsibility for their safety when making decisions during inclement weather.

The purpose of this policy is to provide direction to the University community in the rare circumstances when the University Administration decides to close some or all University campuses, delay opening the University or particular campuses, release employees early, or cancel classes. This policy also explains how employees will be notified of the University's decisions, and clarifies expectations regarding attendance and performance of job-related duties. The policy applies to the entire University community, including administration, faculty, staff, and students, at all campuses except UConn Health.

More information: <http://policy.uconn.edu/2011/10/27/emergency-closing-policy-2010-2011/>

Office of Faculty & Staff Labor Relations (OFSLR)

Labor Relations provides direction and guidance on how to effectively manage relationships with the numerous labor organizations that represent the University's workforce. In close collaboration with Human Resources and the University administration, OFSLR ensures that personnel actions are in compliance with University-specific and statewide collective bargaining agreements. OFSLR actively participates in developing and enforcing workplace policies and procedures and supports the University's ongoing compliance with laws and regulations that govern the employment relationship. OFSLR assists departments and labor unions with conflict resolution, grievance processing and the adjustment of other workplace disputes that are governed by collective bargaining.

More information: <http://lr.uconn.edu>

Access to University Systems

Kuali Financial Systems: <https://financialapps.its.uconn.edu/>

Core-CT (Time & Attendance): Contact your security liaison for help in granting access.

Special Payroll Authorization Request (SPAR) System:

<https://web2.uconn.edu/hr/sp/dh/>