The University of Delaware and You

Working and living in the University of Delaware community
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The University of Delaware is one of the nation’s oldest institutions of higher education, tracing its roots to 1743. The college educated the engineers, merchants, and scholars who would build this infant nation and frame the tenets on which it is based.

Today, UD is still producing the country’s most influential thought leaders, artists, inventors, and innovators. The University is among the country’s most prolific research institutions, with demonstrated expertise in energy technologies, environmental sciences, biotechnology and life sciences, and chemical and materials engineering. A robust arts and humanities division is anchored by internationally known programs in theater, art conservation, and material culture studies.

However, at the University of Delaware, we believe that academic accomplishment means little in the absence of real-world application. UD is the birthplace of study-abroad and has one of the most active and honored service-learning programs in the U.S. We are committed to tackling today’s most pressing challenges and to making a positive difference in the state, the region, the nation, and the world.

Enabling this tradition of academic excellence and global engagement is a committed corps of over 1,100 UD faculty and 2,700 staff whose passion and talent are unrivaled. Populating its ranks are renowned authors, scientists, and artists, Nobel Laureates, Guggenheim and Fulbright Fellows, members of the National Academies, a Pulitzer Prize winner, and several Presidential Early Career Award winners. The University has more than 100 endowed professorships, honoring faculty for their distinguished service as scholars and educators, and acknowledging their significant influence on campus, across the nation, and around the globe.

Understanding that a university will never be greater than its faculty and staff, UD is dedicated to nurturing its employees—to recruiting the very best people onto campus and giving them compelling reasons to stay. In this booklet, you’ll see some of the policies, programs, and benefits we’ve designed to do just that.

Thank you for considering the University of Delaware. It truly is a great place to work and a great place to be.

Sincerely,

Patrick T. Harker, President
UD’s Mission Statement

The University of Delaware exists to cultivate learning, develop knowledge, and foster the free exchange of ideas. State-assisted yet privately governed, the University has a strong tradition of distinguished scholarship, research, teaching, and service that is grounded in a commitment to increasing and disseminating scientific, humanistic, and social knowledge for the benefit of the larger society. Founded in 1743 and chartered by the state in 1833, the University of Delaware today is a land-grant, sea-grant and space-grant university.

The University of Delaware is a major research university with extensive graduate programs that is also dedicated to outstanding undergraduate and professional education. University faculty are committed to the intellectual, cultural, and ethical development of students as citizens, scholars, and professionals. University graduates are prepared to contribute to a global society that requires leaders with creativity, integrity, and a dedication to service.

The University of Delaware promotes an environment in which all people are inspired to learn and encourages intellectual curiosity, critical thinking, free inquiry, and respect for the views and values of an increasingly diverse population.

Path to Prominence™: UD’s Strategic Plan

We stand at a critical milestone in the history of the University of Delaware. We are a community of 16,000 undergraduates, 3,500 graduate students, over 1,100 faculty, and 135,000 alumni, who excel in diverse fields and hail from all corners of the world.

Today, we are setting out on a new path designed to engage closely with the critical issues of our day, to increase the global impact of the University, and to raise its prominence in the world.

To travel forward, we first needed to define where we stand. In discussions across the University community, we identified five guiding principles that represent our commitments to the world. These guiding principles serve as beacons to guide our progress forward.

Delaware First: Our first and most important commitment is to be the flagship of higher education for the State of Delaware – both by ensuring that every Delawarean has access to a top-quality education, and by applying the strengths and resources of the University to benefit the greater Delaware community. The rising prominence of the University of Delaware will bring new energy, opportunity, and recognition to the State of Delaware.
Diversity: The University of Delaware will foster a robust educational environment in which all people are welcome and feel welcome – one that supports critical thinking, free inquiry, and respect for diverse views and values. As a community, we will embrace diversity as an integral and vital part of everyday life and a cornerstone value of our University.

Partnership: The University of Delaware will create innovative partnerships for economic and community development, building knowledge and promoting ideas that serve the critical needs of the state, the nation, and the world.

Engagement: The University of Delaware will engage students, faculty, staff, and alumni in the most compelling social, cultural, artistic, and scientific challenges of our age. It will place itself among the world’s leading universities by addressing such important matters as environmental sustainability, social justice, and alleviation of human suffering.

Impact: Our job is not done until our ideas, our expertise, and our students are given the opportunity to make a significant difference in the world. To succeed, we must assure that the University’s innovation, excitement, and accomplishments are publicly known throughout Delaware, academia, and across the nation and the world.

In pursuing this path, we carry the aspirations and dreams of generations of builders and graduates of the University of Delaware. This is our legacy. We invite you to join us in pursuing this Path to ProminenceTM. In the words of the University of Delaware Blue Hens’ fight song, “Let Delaware shine.”

Commitment to Diversity
The University of Delaware is committed to assuring equal opportunity to all persons and does not discriminate on the basis of race, color, gender, religion, ancestry, national origin, sexual orientation, veteran status, age, or disability in its educational programs, activities, admissions, or employment practices as required by Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Acts of 1964, the Rehabilitation Act of 1973, the Americans with Disabilities Act, other applicable statutes, and University policy. Over the decades, the University’s commitment to diversity has expanded and become more and more inclusive. We are committed to creating an educational community that is intellectually, culturally, and socially diverse, enriched by the contributions and full participation of persons from many different backgrounds. As part of our commitment to diversity, several offices and organizations have been established.

Office of Affirmative Action
LGBT Community Office
Office of Disability Support Services
Center for Black Culture
Office of Women’s Affairs
Diversity Action Council
President’s Commission to Promote Racial and Cultural Diversity
President’s Commission on the Status of Women
Professional Advisory Council
Salaried Staff Advisory Council
University Religious Leaders’ Organization
Highlights of Benefits
The University of Delaware is a progressive, family-friendly employer, providing faculty and staff with benefits and work/life balance programs responsive both to the diversity of its community and to the many life changes that individuals experience during their employment.

UD supported programs provide opportunities and flexibility for employees to tailor benefits to meet their personal needs. The University’s contribution covers a large portion of the premium costs for medical, dental, vision, life and disability insurance. More details about benefits are available online at www.udel.edu/hr.

**Flexibility and Choice**

Employee paid benefits such as dependent life, long-term care, automobile and homeowner/renter insurances are available on a voluntary basis through payroll deduction. In addition, employees may participate in the University credit union. Flexible Spending Accounts (FSAs) are voluntary accounts that help you pay for expenses not fully covered by other benefit programs such as medical and healthcare deductibles, child care costs, co-payments, hearing aids, prescription drugs and orthodontia. You can participate in the health care account and/or the dependent (day) care account.

**Medical**

Employees have four plans from which to choose: two preferred provider organizations (PPO), and two health maintenance organizations (HMO). Prescription drug coverage is included with each of the plans. Coverage is available for employees and eligible dependents.

**Dental**

Employees and their eligible family members may enroll in the Dental Assistance Program which offers coverage for preventative, restorative, and orthodontic services.

**Vision**

The University’s vision plan offers a national provider network of ophthalmologists, optometrists, opticians, and optical chain locations. Benefits include coverage for eye examinations, frames/lenses and other vision-related services for employees and their eligible family members.

**Life and Long-Term Disability Insurance**

Multiple life insurance options are available to meet the changing needs of you and your family. In addition, the University provides long-term disability insurance which offers income protection for employees who become totally disabled.

**Saving for Retirement**

Faculty and Professional staff may participate in the University retirement program through Fidelity Investments and TIAA-CREF. Employees contribute 4% of their base salary and the University contributes 11%. Contributions are immediately vested and tax-deferred.

Salaried and Hourly staff participate in the State of Delaware Pension Plan. Both the University and employee contribute to this plan. Benefits are vested after 5 years of participation.
All employees may make personal, tax-deferred contributions to the supplemental Fidelity Investments and TIAA-CREF programs. Contributions are through payroll deduction.

**Educational Growth**

The University offers a variety of programs and educational opportunities for eligible employees and their eligible family members, including programs to assist with college tuition costs.

- **Tuition Remission Program**
- **Course Fee Waiver Program**
- **Cooperative Tuition Exchange**
- **Delaware Technical & Community College Tuition Waiver Exchange**
- **Tuition Exchange Program (TEP)**

Full details about these programs, including eligibility, may be found at [http://www.udel.edu/hr/benefits.html](http://www.udel.edu/hr/benefits.html).

**Same-Sex Domestic Partner Benefits**

Dental, vision, dependent life and long-term care insurance, as well as educational benefits, are available for same-sex domestic partners of University employees.
The University of Delaware has a great tradition of excellence, from our founding as a small private academy to the research-intensive, technologically advanced institution of today. The University was designated one of the nation’s historic Land Grant colleges in 1867. Today, UD is one of only three institutions with Land Grant, Sea Grant, and Space Grant status. UD also is classified by the Carnegie Foundation for the Advancement of Teaching as a research university with very high research activity—a designation accorded to less than 3 percent of U.S. colleges and universities. Currently, there are more than 100 endowed professorships, which honor faculty members for their distinguished service as teachers and scholars, as recognized by their peers on campus, across the nation, and around the world.

**Teaching Support and Course Technologies**

The University of Delaware has a strong commitment to faculty engagement and support in effective teaching. The Center for Teaching Effectiveness (CTE) was established to recognize that Delaware is a teaching-oriented university with a strong academic reputation. The Center promotes the enhancement of learning and teaching at the University.

Information Technologies provides extensive assistance for faculty using technology in their teaching inside and outside of the classroom. Classrooms are equipped with audio and video systems connected to a staffed support system. Instructional designers are available to help integrate effective teaching principles with the use of Sakai, a learning management system. Additional resources for teaching with technology include classroom capture, video conferencing, student response systems, learning object development, podcasting, virtual worlds, and numerous emerging technologies.

**AAUP and Collective Bargaining Agreement**

The American Association of University Professors (AAUP) is a national organization representing college and university faculty members exclusively. The University of Delaware AAUP Chapter is certified by the State of Delaware Department of Labor to represent full-time faculty members on the issues of wages, salaries, hours, vacations, sick leave, grievance procedures, sabbatical leaves and other terms and conditions of employment as set forth in the Collective Bargaining Agreement (Contract). The University of Delaware chapter of AAUP exists to help members on a number of levels: the achievement of economic security; a guarantee of freedom of expression; the right to work in an environment free of discrimination; and the assurance of flexible benefits and a grievance procedure. More information about UD’s AAUP, including links to the Collective Bargaining Agreement, may be found online, [www.udel.edu/aaup](http://www.udel.edu/aaup).

**Research Semester**

In order to assist new faculty with their professional development and progress towards promotion and tenure, tenure-track Assistant Professors are eligible for a semester at full pay, devoted to research and scholarship, during their third or fifth year in their probationary period.
Faculty Parental Leave

The University and the AAUP recognize that childbirth can affect the teaching availability of a faculty member. Department chairpersons and faculty members must develop workload options that meet department and individual needs immediately following the birth or adoption of a child under the age of five by the faculty member. If the faculty member is the primary caregiver, he or she will be granted a one semester administered load that allows the faculty member a choice of either partial or full relief from teaching during the semester of the birth or adoption. The Vice President for Administration and the AAUP Contract Maintenance Officer are available to discuss such options with faculty and department chairs.

Stop the Clock

An untenured faculty member who becomes the parent of a newborn or newly adopted child may choose to take a one-year extension of the pre-tenure probationary period for each child, up to a maximum of two years. The extension should be made in the year in which the faculty member becomes a parent or adopts a child. The extension shall be granted upon written notification to the department chair or program director, along with notification to the Dean of the College and the Office of the University Provost. Faculty who choose this option must indicate in writing that they have done so in their dossier.

Family Leave

Based on the commitments required by the instructional calendar, members of the bargaining unit who choose to utilize the family leave policy approved by the University Faculty Senate shall receive FMLA benefits for up to one semester during the period of approved FMLA leave. An FMLA leave may be used for caregiving, parenting, childbirth or adoption. Family leave is without pay; however, during any period of family leave, the University contribution to the premiums for a faculty member’s health insurance benefits will be continued at the level that existed prior to commencement of the leave for a period of up to one semester in a 12 month period. Note that this policy does not replace other informal or flexible arrangements that may be worked out between a faculty member and his or her Department chair.
Work/Life Balance
The talented, dedicated faculty and staff are the engine that keeps the University of Delaware moving forward in our mission of excellence. There are over 4,000 employees, including faculty, professional, salaried and hourly staff, who comprise the University’s workforce.

**Time Away from Work**

Full-time Professional and Salaried staff accrue 22 days of vacation per year. These employees also accumulate 18 days of sick time per year to use in times of illness or disability. An employee may begin using earned vacation after three months of employment. Employees may not accumulate vacation days beyond the maximum allowable, dependent upon years of service. Vacation and sick leave for hourly staff are governed by union contract. The University also offers a generous holiday schedule.

**Employee Fitness and Wellness Program**

The University sponsors a wellness program (Healthy U) which is coordinated by the College of Health Sciences and the Office of Human Resources. A variety of wellness activities and programs are available to employees, including fitness classes, nutrition counseling, weight management programs, seminars on health-related topics, health screenings, etc. Full-time employees receive a $50 wellness credit per fiscal year to use on approved University wellness programs. In addition, the Employee Fitness Center (EFC), located in the Carpenter Sports Building, offers state-of-the-art cardio-vascular and strength-training equipment. University employees receiving benefits, their spouses/partners, and retirees may use the EFC free of charge.

**Faculty/Staff Assistance Programs**

The FSAP Office provides assessment, counseling and referral services for faculty and staff. Issues such as alcohol and drug abuse, personal and interpersonal difficulties, handling stress, depression and anxiety, coping with loss and dealing with difficult work relationships are addressed in workshops, as well as individual and group sessions. The office also provides mediation services for academic departments and administrative units in instances where there is a need for assistance to sustain a productive work environment. The Employee Assistance Program offers face-to-face assessment and confidential counseling services to employees, pensioners and their dependents enrolled in a non-Medicare, State of Delaware health insurance plan. Services are similar to those available through UD’s FSAP.

**Professional Development**

Training and Career Development assists all campus units and their employees with matters pertaining to organizational training, employee development and program design. Individual counseling is available for employees regarding career development and resume preparation.

Training and Career Development also offers training to help current employees develop new skills that benefit them personally and in the workplace. All University employees are eligible for these programs, however, employees may need supervisory approval to attend.

**Parental Leave**

The University of Delaware recognizes the importance of having a
parental leave policy which helps employees balance the responsibilities of work and parenthood. The University’s policies encourage all employees to develop a dialogue with their immediate supervisors so that their career paths can be maintained while assuming the added responsibilities of parenthood. UD policies set forth the options that are available to non-faculty employees. The faculty parental leave policies may be found in the Especially for Faculty section.

An eligible employee is entitled to up to a total of 12 workweeks of parental leave during a 12-month period for the birth or placement of a child for adoption or foster care. This parental leave will count against the employee’s total family and medical leave entitlement of 12 weeks in any 12-month period. Generally, such parental leave is unpaid. However, for maternity leave, an employee may first use accrued sick leave and vacation as part of her maternity leave. For paternity leave, an employee may first use accrued vacation time as part of his paternity leave.

**Child Care**

The University of Delaware sponsors services to assist you in finding child care options, established agreements with on-campus child care facilities, and has made arrangements with organizations to provide after-school child care. Complete information on child care services are located at [www.udel.edu/hr/childcare.html](http://www.udel.edu/hr/childcare.html). Brief descriptions of some of the options identified by the University of Delaware are listed here.

Several cooperative agreements with on-campus child care facilities reserve space for children of UD employees. The Lab Preschool is a primary practicum and research site for UD students and faculty who study child development. The Lab Preschool supports the University’s recruitment efforts by offering admission to children of new faculty members whenever possible. The Early Learning Center (ELC) is a unique facility that provides exemplary full-day, year-round care to a diverse community of children. The ELC maintains a year-round, on-going wait list for new enrollments, so as full-time spaces become available, they will be filled on a first-come, first-served basis. University of Delaware employees who do not meet the requirements for priority categories receive up to 50 slots distributed throughout the age groups. The University also has an arrangement with the Chesapeake Bay Girl Scout Council, Campus Kids, for faculty/staff/student after-school child care for children ages 3-13.

The Family & Workplace Connection (FWC), the most comprehensive and current source of child care information in Delaware, Eastern Maryland and Southeastern Pennsylvania, provides referrals to infant and toddler care, preschools, before- and after-school care, and summer camp programs. Using the information you complete by an online survey, the FWC will conduct a customized child care search based on the location you selected, type of care desired, child’s age, hours of care, etc.
Location, Location, Location

The state of Delaware sits in the heart of the mid-Atlantic seaboard, halfway between Washington, D.C. and New York City. It is a state rich in shoreline, farmland and bustling city life. The shore resorts of Delaware, New Jersey and Maryland and the recreational areas and ski slopes of the Pocono Mountains are also about two hours away.

The main campus of the University is situated in the northwest corner of the state in the town of Newark. Newark (pronounced New Ark, as it was once spelled) offers a traditional small-town college atmosphere in a location that affords easy access to major cultural and entertainment centers in nearby metropolitan areas. The main campus is close to the Northeast Amtrak line, minutes from the I-95 corridor and midway between two major international airports (PHL and BWI). UD also has campuses in Wilmington, Dover, Georgetown and Lewes, Del., as well as facilities in London and Paris. For more information about all of UD’s campuses and locations, visit [www.udel.edu/visitus/?panel=1](http://www.udel.edu/visitus/?panel=1).

Delaware is among the nation’s leaders in a number of key quality of life indicators. Thanks to a vibrant economy, a friendly community, tax-free shopping and a variety of leisure-time options, thousands of people move to Delaware each year. Both the finance and insurance sectors have made a major contribution to the economy of Delaware. Industry areas identified as being key to Delaware’s economic competitiveness include chemicals, financial services and insurance, life sciences/biotechnology and tourism. Delaware’s focus has been to foster public- and private-sector business relationships and to create a business environment in
which organizations can grow and prosper. For more information about relocating to Delaware, visit [www.delaware.gov/egov/portal.nsf/portal/relocate](http://www.delaware.gov/egov/portal.nsf/portal/relocate).

**Relocation Information**

The University of Delaware understands the stress of relocating to a new job, a new place, a new state, and/or a new part of the country. Moving is not just about finding the right place to live, it’s also knowing about other aspects that help people settle into a new area. While we encourage new employees to use online resources provided by the state of Delaware, this section contains an overview of the relocation services provided by the University and some community information.

**University Relocation Assistance**

Certain expenses are incurred when an incoming faculty or professional member moves household effects from his/her place of residence to his/her new home in the area. Although the University cannot assume the full cost for the relocation of household furnishings, the University may reimburse with receipts up to a limit of $2,000 per household.

The Rental Housing Program provides residential properties for new University employees to facilitate their relocation to the University area. Residential properties are rented to University employees based on availability with priority given to new employees. Full-time employees may live in University housing for a maximum period of two years. Requests for University rental houses are made to the Rental Housing Office.

The University of Delaware will make available funds for mortgage assistance to eligible employees who choose to purchase homes in specific targeted neighborhoods within the City of Newark. All full-time employees are eligible to apply for mortgage assistance immediately upon employment. UD also continues to assist in the recruitment and retention of faculty and administrators through the Home Purchase Assistance (HPA) program. The HPA program provides a one-time $5,000 payment to be paid at settlement on the purchase of a primary residence. Specific information about these policies may be obtained through the University’s policies and procedures manual or by contacting the University Treasurer’s Office.

**Delaware Schools/Education**

Delaware is committed to the mission to promote the highest quality of education for every student by providing visionary leadership and superior service. One of the most important functions of the Delaware school system is to produce graduates with outstanding skills and knowledge in the core academic subjects of English/Language Arts, Mathematics, Science and Social Studies. These skills and knowledge provide students with the foundation to succeed in college and the workplace, and to be informed, engaged citizens. *Newsweek* magazine’s ranking of the best public high schools in the nation includes seven from Delaware. The Charter School of Wilmington tops the First State’s contingent with a rank of 72. The others are Alexis I. du Pont, Cab Calloway School of the Arts, Brandywine, Dover, Concord and Mount Pleasant.

For a good starting place to learn more about Delaware K-12 schools, visit: [www.delaware.gov/egov/portal.nsf/portal/k12ed](http://www.delaware.gov/egov/portal.nsf/portal/k12ed).

For information regarding school districts and specific schools in each county, take a look at the Delaware Educational Directory: [www.doc.k12.de.us/EduDir2/Programs/DistAnchor.asp](http://www.doc.k12.de.us/EduDir2/Programs/DistAnchor.asp).
UD Campuses and Information

Newark

The University's main location in Newark, is a beautiful suburban setting where the classic Georgian campus invokes history and a sense of tradition. The Newark campus is nestled next to the downtown business district, which boasts the charm of a small-town community enriched and enlivened by the University community.

The Morris Library, the University of Delaware’s primary library, is located on the main campus. The University of Delaware Library constantly updates its technology and adds resources for students, faculty and staff to provide the most current and convenient information resources and services to its users. The Morris Library also features a substantial Special Collections area including an exhibition gallery and a reading room with a controlled environmental system for rare materials, the Student Multimedia Design Center, and many other areas and services.

The University Museums are also located on the main campus. They seek to enhance the educational and scholarly mission of the University of Delaware through the exhibition, online presentation, study, preservation and growth of its unique collections in 20th and 21st century American art (with particular strengths in the Brandywine School, African American art, and photography), minerals and pre-Columbian ceramics.

The Bob Carpenter Sports/Convocation Center is the University of Delaware’s primary location for convocations, concerts, banquets, and also serves as the home for UD’s men's and women's basketball programs. This 5,000-seat facility, opened in 1992, is part of the David M. Nelson Athletic Complex, which includes the 22,000-seat Delaware Stadium, the Delaware Field House, the 2,000-seat Bob Hannah Stadium, numerous athletic fields, the Delaware Ice Skating Science Development Center at the Rust Ice Arena, and an outdoor swimming pool.

The Roselle Center for the Arts is the performing arts and educational facility that serves as a focal point of the University of Delaware's performing arts community. The University of Delaware Resident Ensemble Players/Professional Theatre Training Program, coordinated through the Department of Theatre, is a powerful and unique marriage of a resident professional acting company and a conservatory training program.

Wilmington

The UD Downtown Center provides open enrollment and customized education, training, and consulting for professionals. The City of Wilmington (the largest city in Delaware), like most eastern cities, has been evolving for over 350 years. The downtown area features a newly developed Riverfront area with a walkable cluster of businesses, shops, restaurants, museums and a sports venue.

Dover

The W. Charles, Sr. and Eleanor Clement Paradee Center in Dover is a 10,000-square-foot, Georgian-style building on Route 113, which since 1998 has given the University of Delaware a presence and visibility in Kent County. The Paradee Center is a hub for educational programming for the University, business, government, and civic and corporate institutions throughout the county. The City of Dover is located in Central Delaware in Kent County and is the capital of Delaware. While its population is significantly less than that of Wilmington, Dover encompasses a larger area than any other city on the Delmarva Peninsula. Dover is also home to the Dover Air Force Base and Dover Downs NASCAR races and gaming.
Georgetown
The Research and Education Center (renamed in 1985) is an integral unit of the University of Delaware Agricultural Experiment Station. In May, 2006, the University dedicated the Elbert N. and Ann V. Carvel Research and Education Center, to provide space for the growing number of Extension agents, specialists and research professionals who provide service to the Sussex County and Delmarva area. The facility’s staff is responsible for conducting Cooperative Extension and Research Programs aimed at improving the quality of life through the transfer of research-based information to the consumer.

Lewes
The Hugh R. Sharp Campus houses many of the College of Earth, Ocean, and Environment faculty, staff, students and facilities. From humble beginnings, the University of Delaware’s marine research station now comprises a 62-acre campus with offices, classrooms, two primary laboratories, a meeting and conference facility, a fully equipped modern library, and electronic meeting facilities. The campus also includes a harbor that is home to state-of-the-art research vessels, including our new 146-foot flagship, the R/V Hugh R. Sharp — the most advanced coastal research ship in the U.S. The city of Lewes is a quiet, historically situated town near the juncture of the Delaware Bay and the Atlantic Ocean.
College of Agriculture & Natural Resources
College of Arts & Sciences
Alfred Lerner College of Business & Economics
College of Engineering
College of Health Sciences
College of Education & Public Policy
College of Earth, Ocean, & Environment