

Faculty Resource Toolkit
Spring Semester 2025

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1. Preface

These resources are intended for review and use by all instructional staff at the University of Delaware. These resources should not be disseminated beyond instructional staff, shared with third parties not associated with the University of Delaware, or published online. If you have any questions about the use and dissemination of these resources, please contact your department chair.

Recommendations for Faculty

1. Know your rights and responsibilities, as outlined in the Faculty Handbook and provided herein. Keep in mind that Academic Freedom is not unlimited; there are responsibilities involved as well.
2. To more effectively mentor students, familiarize yourself with the Student Guide to University Policies: <https://www.udel.edu/students/community-standards/student-guide/>
3. Other UD's policies can be found on the General Counsel webpage: <https://sites.udel.edu/generalcounsel/policies/>
4. Be sure that all relevant policies, expectations, and evaluation methods are clear in your syllabus and aligned with University policies. The Center for Teaching and Assessment of Learning (CTAL) offers a useful template for presenting this information: <https://ctal.udel.edu/syllabus/>
5. Include on your syllabus information pertaining to academic and wellness resources for students. The Center for Teaching and Assessment of Learning (CTAL) offers a useful template for presenting this information: <https://ctal.udel.edu/syllabus/>
6. Note in your syllabus that course materials—including the syllabus, PowerPoint presentations, videos, assignments, tests, outlines, other documents, and all course recordings—are protected. The Student Guide to University Policies makes it clear that students may not reproduce, distribute, upload, or display such materials, and that those who do are subject to disciplinary action under the UD Code of Conduct: <https://www.udel.edu/students/community-standards/student-guide/code-of-conduct/#misuse>
7. Maintain records, including email correspondence, of documents that may be helpful if you encounter either internal or external challenges to your teaching or research.
8. Notify your department chair immediately if you encounter any classroom disruptions, threatening emails, or any other internal or external challenges to your teaching or research.
9. If you become aware of challenges at other universities, please discuss those challenges with

your chair, so that they can keep the faculty and administration informed.

10. Be familiar with UD's Non-Discrimination, Sexual Misconduct, and Title IX Policy located here: <chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://bpb-us-w2.wpmucdn.com/sites.udel.edu/dist/f/4341/files/2023/04/20200902-NDSM-Policy-final.pdf>, and make it clear to students what you can do for them and what you are obligated to report.

2. Understanding Your Responsibilities

It is important to know your rights and responsibilities as presented in the UD Faculty Handbook. For faculty who are also collective bargaining members, please also refer to the Collective Bargaining Agreement between the University of Delaware and the AAUP.

Faculty Handbook: <https://bpb-us-w2.wpmucdn.com/sites.udel.edu/dist/4/5250/files/2025/01/FACULTY-HANDBOOK-1.24.25.pdf>

See especially Section 4.2 Academic Freedom and Standards of Conduct, which includes the following:

- 4.2.1 Academic Freedom Statement
- 4.2.2 Professional Ethics Statement
- 4.2.3 Distribution of Published Materials on Campus
- 4.2.4 Disruptive Behavior
- 4.2.5 Sexual and Other Unlawful Harassment
- 4.2.6 Conflict of Interest and Ethical Conduct
- 4.2.12 Engagement in Political Activity

Collective Bargaining Agreement:

<https://aaupud.org/wp-content/uploads/2023/12/aaupudcba07012023-06302026.pdf>

See especially:

- On Nondiscrimination, see Article X
- On the Grievance Procedure, see Article VIII
- On Safety and Health, see Article XVIII

Collective Bargaining Agreement between the University of Delaware and the AAUP's Statement on Academic Freedom Article II, Paragraph 2.2 of the CBA

Academic freedom is the freedom to teach, both in and outside the classroom, to conduct research and other scholarly or creative activities, and to publish or otherwise disseminate the results. Academic freedom is the right of faculty to examine and discuss all questions of interest to them, and to teach, publish, present, and speak, without censorship or external interference even though their conclusions may be unpopular or contrary to public opinion. Academic freedom also encompasses the freedom to address any matter of institutional policy or action whether or not as a member of any agency of institutional governance. Faculty have the freedom to address the larger community with regard to any social, political, economic, or other interest. The freedoms enumerated in this policy apply without institutional discipline or restraint save for statements or actions that demonstrate disciplinary incompetence, or that violate the University's Professional Ethics Statement (as edited on February 12, 1999) or the University's standards pertaining to disruptive behavior (Faculty Handbook Section 4.2.4 adopted on June 1, 1970, revised May 2021). Alterations to these statements made subsequent to the signing of this Agreement do not affect the freedoms enumerated in this Article unless ratified by the AAUP. Academic responsibility implies the faithful performance of professional duties and obligations,

the recognition of the demands of the scholarly enterprise, and the candor to make it clear that, when one is speaking as a citizen on matters of public interest, one is not speaking for the institution.

3. Protocol if ICE Agents Come on Campus

If you encounter ICE agents on campus, please be assured that UD is prepared to respond to such situations. You can help with those efforts by following the recommendations below.

1. Stay calm and professional

Don't be purposefully evasive or belligerent. Faculty should professionally and calmly tell the agent that they are not authorized to provide ICE with information or access to non-public areas and further explain they will alert University Police for their assistance.

2. Contact University Police

University Police should be notified when ICE agents are on campus. University Police will notify the University's Office of General Counsel, if needed.

Newark Campus: Please contact University Police at (302) 831-2222 for non-emergency calls.

Other University Campuses (Wilmington, Dover, Georgetown, and Lewes):

- Please contact University Police at (302) 831-2222 to notify them.
- If you observe something that gives you pause and believe the support of local law enforcement (if not already present) would be helpful, please contact 911 for immediate assistance from local law enforcement.

3. Limit cooperation without a warrant

While it is prudent to not be seen as uncooperative with law enforcement, ICE and other law enforcement agencies have to comply with the judicial process to detain individuals.

4. University Buildings and Classrooms

If you are inside a University building when you encounter ICE agents, please direct the ICE agents to an empty conference room away from classrooms and public areas where their presence may cause concern among faculty, staff, and students, and wait for further assistance from University Police. For additional assistance, faculty may contact their respective department chair or program director while waiting for University Police to arrive.

5. Be observant and request basic information

Avoid interfering or obstructing, but monitor the agents' activities, including their names, badge numbers, and contact information. Should ICE (or any law enforcement) arrest anyone, ask the agents where the individual is being taken. This information will help their family and attorney find them.

6. Document everything

After the agents leave, write a description of what transpired and include information, such as how many ICE agents were present and whether any other law enforcement agency was present. Please provide this information to your department chair and/or program director and University Police.

4. Addressing Challenges to Research

UD Research Office

Please be attentive to the information, recommendations, and procedures available on the UD Research Office's *Navigating the Federal Transition* website: <https://research.udel.edu/federal-funding-guidance/>

Addressing Public Perceptions of Your Work

Research always benefits from critiques, but if you encounter disruptive responses to your work at professional or public forums, please:

1. Remain thoughtful and professional, keeping in mind that a calm question can accomplish more than a sharp retort.
2. Be aware that disruptions can be staged and recorded.
3. If you are part of a research group, remember that your response might impact other members of the group.
4. Archive any correspondence you initiate or receive concerning your research.
5. Remember that any emails or other documents relating to your work might become public.
6. Inform your department chair and the UD Research Office of any incidents, and consult with them on how to respond.

5. Managing Classroom Disruptions

The UD Student Guide to University Policies accounts for the possibility of students who engage in disruptive behavior or harassment:

<https://www.udel.edu/students/community-standards/student-guide/>

Faculty, in observing their responsibilities as presented in the Faculty Handbook, should approach such students professionally, but firmly. To prepare for and address challenges to your teaching, consider these recommendations:

1. Familiarize yourself with the Student Guide to University Policies, particularly these sections:

- V. Code of Conduct

- C. Harassment

- D. Disruptive Conduct

2. The Community Standards and Conflict Resolution office is also available, should faculty want to consult on any issue of potential academic honesty or classroom management.

Resources include:

<https://www.udel.edu/students/community-standards/>

report a concern: <https://www.udel.edu/students/community-standards/report-and-request/>

call or email: <https://www.udel.edu/students/community-standards/about-us/>

3. Be sure that your course policies, expectations, and evaluation methods are clearly presented in your syllabus. The Center for Teaching and Assessment of Learning (CTAL) offers a useful template for presenting this information: <https://ctal.udel.edu/syllabus/>

4. Notify your department chair or director immediately if you encounter any disruptions, threatening emails, or other challenges to your authority or safety or to the safety of your students.

5. Maintain email records and other documentation related to any challenges you received to your teaching.

6. If you receive challenges from any non-students, such as members of the press, visitors, or others, refer them to your department chair.

7. Any immediate threats on the Newark campus should be reported to University Police at (302) 831-2222 or 911. For threats on other University campuses, please contact local law enforcement using 911.