

## **PERSONAL USE OF UNIVERSITY RESOURCES BY COLLEGE OF ARTS + ARCHITECTURE FACULTY<sup>1</sup>**

### **Introduction**

As noted in UNC Charlotte Policy Statement #21 (Scheduling University Facilities), the buildings and grounds of the UNC Charlotte campus are provided to enable the institution to accomplish its missions as a public institution of higher education. UNC Charlotte Policy Statement #5 contains general rules governing use of university supplies, equipment and materials. As custodians of resources entrusted to us by the public, governmental entities and private donors, we must be sensitive to the expectations of our constituent and avoid personal use of University resources whenever possible. The following policy reflects this principle while providing procedures for accommodating exceptions under compelling circumstances, and serves to formalize the commitment of the College of Arts + Architecture (the “College”) to prudent fiscal operations.

### **II. Scope**

This policy establishes general guidelines for the personal use of University resources. The term “University resources” includes University- or State-owned funds, equipment and facilities, as well as the time and effort of students, faculty and staff. The term does not apply to the University’s electronic communication systems, which are separately addressed in UNC Charlotte Policy Statement #20.

### **III. Policy**

The following restrictions apply to the personal use of University resources by College faculty:

- (A) Unless specifically approved in this document or elsewhere in writing, University resources may be used only to support the University’s teaching research, service and administrative functions. Any other use is “personal use” under this policy.
- (B) Faculty members may never use University resources under their office control and direction or in their custody, for personal benefit or gain, or for the financial benefit or gain of any other individuals or outside organizations.<sup>2</sup>
- (C) <sup>3</sup>Incidental personal use of University resources is permissible only so long as:
  - There is little or no cost to the University;

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<sup>1</sup> The document as it is written defines the parameters for college faculty, but at our first meeting there was some discussion that this policy would cover staff and students as well. Some clarification might be called for here.

<sup>2</sup> The committee would like a clear definition of the term “personal benefit or gain” similarly to the way that “personal use” is defined in the preceding paragraph. Our understanding is that a faculty member may profit or gain from an activity so long as it also “supports the University’s teaching research, service and administrative functions.” Artists and musicians, for example, earn money for works they produce. Historians and other faculty earn honoraria consulting with museum collections or speaking at other institutions. The use of the word “never” does not seem correct unless some qualifier of “personal benefit or gain” is included.

<sup>3</sup> As the items in subsection “C” seem to be exceptions, rather than policy, perhaps they should be moved to Section IV.

- Any use is brief in duration, occurs infrequently, and is the most effective use of time or resources;
  - The use does not interfere with the performance of the faculty member's obligations to the University;
  - The use does not undermine the use of University resources and services for official purposes;
  - The use neither expresses nor implies sponsorship or endorsement by the University;
  - The use does not compromise the security or integrity of University property, information or software; and
  - The use is consistent with State and federal laws and University and College policies, including those regarding libel, obscenity, political activity, the marketing of products or services, or other inappropriate activities.
- (D) Requests for personal use of University resources that is not incidental personal use must be delivered in writing to, and approved by, the faculty member's department chair and the Dean of the College prior to commencement of such use. In deciding what is and is not acceptable personal use, the chair and the Dean shall consider the criteria listed in (C) above and the following:
- Whether the requested use serves to advance the missions of the College and University;
  - Whether the requested use is commensurate with the goal of positive learning environment for all members of the College community; and
  - Whether the requested use promotes organizational effectiveness or otherwise enhances the job-related skills of the faculty member.

#### **IV. Examples of Non-Incidental Personal Use of University Resources**

The following list is not inclusive, but rather to be used as a tool for College faculty members to determine whether a particular use of University Resources is permissible under this policy. Faculty members who are uncertain about the permissibility of a use of University resources should consult their department chair before undertaking the activity.

- (A) Funds and Equipment. University resources such as office supplies, computers, copiers, printers, telephones, cellular phones, campus mail and the University procurement system should be used only for University business. In general, a University employee may not make personal use of these resources and then reimburse the University except in emergency situations.
- (B) Student and Staff Time and Effort.<sup>4</sup> Faculty members may not request or demand student or staff support for their non-University activities.<sup>5</sup> Inappropriate requests for student or staff support include, but are not included to:

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<sup>4</sup> The committee would like to clarify that this restriction refers to students who are being paid university money, either as work-study or through collaborative grants. Faculty have sometimes hired students to do house-sitting, dog-walking, spec work for projects, and even commissions for artworks – all such payments made with private (not university) money. The policy would presumably only refer to students earning university money to avoid blurring the lines or conflicts of interest?

<sup>5</sup> Rephrase “non-University activities” to “activities that do not further the faculty member’s professional development” or some such more inclusive term.

- Work related to private businesses or endeavors, such as hobbies, speeches, papers or book manuscripts that are not directly connected to the faculty member's official obligations to the University;
- Special projects undertaken outside of approved courses or curriculums;
- Community or recreational activities unrelated to the University's public service mission; and
- Purely social activities hosted faculty member, even if attended by other University employees.

(C) Facilities.<sup>6</sup> Faculty members may only make personal use of University buildings and grounds only (i) as permitted in UNC Policy Manual 300.2.2 when engaged in external professional activities for pay or (ii) by following the procedures for "Non-Affiliated Groups" outlined in UNC Charlotte Policy Statement #21. Reserving space through this process does not entitle the faculty member to utilize University equipment, supplies or the time and effort of students and staff.

## V. Compliance<sup>7</sup>

The importance of personal integrity regarding University resources should not be minimized. Accordingly, violations of this policy will be subject to disciplinary action. Sanctions may include a letter of reprimand, suspension (with or without pay), demotion in rank or discharge from employment, depending upon the severity of the underlying offense. Internal or external audit or other needs may require examination of uses of University resources or services and faculty members should not expect such uses to be free from inspection.

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<sup>6</sup> This sub-section seems to be a policy rather than an exception, and should perhaps be placed in Section III of the document?

<sup>7</sup> The Council here felt the need either to have reference to an encompassing university policy document that describes how audits arise, how they are conducted, who serves as auditors, how sanctions are put in place and how severity is determined. Absent some controlling university policy document, this document needs to clarify these matters itself.