

Supplement to the Illinois Institute of Technology Faculty Handbook

This Supplement is included with the Faculty Handbook for convenience, and it contains policies which do not require faculty approval. It is a compilation of administrative policies that apply to IIT faculty members, staff and students. The policies contained in this Supplement do not include all such administrative policies; rather, they include those likely to be of particular relevance or interest to faculty members.

The policies included are listed below. Please note all of these policies are on-line. Although the General Counsel's Office will make every effort to ensure that this Supplement is updated to reflect any changes, users should check the on-line version of policies to verify they are looking at the most current version at <https://web.iit.edu/general-counsel/faculty-handbook> .

I. Student Policies

- A. Academic Honesty Policy
<https://web.iit.edu/student-affairs/handbook/fine-print/code-academic-honesty>
- B. Student Code of Conduct
<https://web.iit.edu/student-affairs/handbook/fine-print/conduct-discipline>
- C. Policy on Varsity Athletics

II. Faculty Benefit Policies

- A. Faculty Family Policy
- B. Third Month Summer Salary from Federally Funded Grants
- C. Procedures for Implementation of Summer Salary Policy
- D. Tuition Remission Taxation Policy

III. Selected Items from the Policies and Procedures Handbook

<https://web.iit.edu/general-counsel/resources/policies-and-procedures>

- A. Reservations and Use of University Facilities on the IIT Main Campus
- B. Reservations and Use of IIT Facilities at the Downtown Campus
- C. Insurance Claims Filing Procedure
- D. Equipment Losses
- E. Safety, Identification, Classification and Handling of Hazardous Materials and Waste
- F. Disposal of Surplus Goods or Obsolete Equipment

- G. Insurance Requirements for Third Parties
- H. Proposals for Sponsored Projects
- I. Publications Policy, Names and Seals
- J. Travel
- K. Graduate College: Stipends and Graduate Assistants
- L. Administrator and Non-Investigator Faculty Member Conflict of Interest and Conflict of Commitment Policy
- M. Investigator Conflict of Interest and Conflict of Commitment Policy
- N. Prohibition on the Acceptance of Gifts
- O. Investigations and Complaints
- P. Authority for Negotiation and Approval of Contracts
- Q. Use of Computer Resources
- R. Record and E-mail Retention
- S. Requests from Law Enforcement
- T. Faculty Companies
- U. Student Travel Policy
- V. Social Media Policy
- W. Volunteers and Unpaid Interns

IV. Selected Safety Committee Policies

<https://web.iit.edu/general-counsel/resources/safety-committee-reports>

- A. Incident Investigation Policy and Incident Investigation Form
- B. Instructional Laboratory and Workshop Safety Policy
- C. Laboratory Safety Inspection Policy
- D. Chemical Hygiene Policy for Lab Safety Standards
- E. Vacant Laboratory Guide

V. Academic Related Policies

- A. Appointment of Part-time and Adjunct Faculty
- B. Honorary Degree Policy
- C. Joint Degree Programs
- D. Research Associate and Senior Research Associate Appointment Responsibilities and Procedures
- E. Visiting Researcher – Appointment Responsibilities and Procedures
- F. Interdisciplinary Degree Policy
- G. Policy on Joint Appointments with External Entities
- H. Faculty Search Procedures
- I. Endowed Chair Policy
<http://web.iit.edu/sites/web/files/departments/general-counsel/policies/endowed-chair-policy.pdf>

VI. Business and Operation Related Policies

- A. Political Activity on Campus Policy
- B. Purchasing Procedures
<https://web.iit.edu/sites/web/files/departments/purchasing/pdfs/Purchasing%20Manual%20edit%20version%2005%2011%202016%20revision.pdf>
- C. Standard of Ethics and Business Conduct
https://web.iit.edu/sites/web/files/departments/general-counsel/faculty_handbook/standards_of_business_conduct.pdf

VII. Services for Faculty

- A. Support Services for University Activities
- B. Communications
- C. Auxiliary Activities and Services
- D. IIT Accommodations and Amenities