

UNIVERSITY OF DELAWARE
COLLEGE OF AGRICULTURE AND NATURAL RESOURCES (CANR)
POLICIES & PROCEDURES MANUAL
DECEMBER 2017

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Link to [UD Policies](#)

Link to [CANR Bylaws](#)

1 **ACADEMIC PROGRAMS**

1.1 **Link to [CANR Graduate Programs](#)**

1.1.1 **Link to [UD Graduate Office Policies](#)**

1.1.2 **Minimum student enrollment**

Per UD policy [3.1.7 Class Meetings/Size](#), regular graduate courses with projected enrollment below **six** students should be cancelled. Regular courses **do not** include:

- a. Independent study or special problems
- b. Supervised teaching
- c. Thesis or dissertation mentoring

1.1.3 **CANR Graduate Tuition Policy (Effective July 1, 2014)**

1.1.3.1 **Requirement for partial tuition paid from sources other than Tuition Waiver Authority**

The College of Agriculture and Natural Resources requires that a minimum **15% of graduate tuition** to be paid from sources other than the Tuition Waiver Authority of the College. As with any college policy, exemptions in rare cases may be granted by the dean if extenuating circumstances warrant. The following points clarify the policy:

- This policy goes into effect for **students enrolled in CANR graduate programs after January 1, 2015** who receive tuition assistance from the College's Tuition Waiver Authority. This includes full- and part-time students, those on assistantship contract and those not on contracts but receiving partial stipend and/or tuition support. *Students on Sustaining Status are full-time students.* Students in intercollegiate programs but mentored and funded by a CANR faculty member are subject to this policy.

Important: Students on annual contract beginning fall semester 2014 will not be impacted until fall semester 2015 since their contracts carry through spring semester 2015.

In addition, students paid from grants awarded prior to July 1, 2014 are grandfathered, receiving 100% of tuition from the College's Tuition Waiver Authority until they finish their program or the grant expires, whichever comes first.

- When tuition policies in different UD colleges are in conflict on intercollegiate grants, the deans of the colleges involved (or their designees) will decide on a course of action that accommodates the parties involved.

- Specific tuition arrangements in cooperative agreements or memoranda of understanding between UD and other entities shall supersede this policy for students that enroll under such agreements.
- Fulbright Scholars are exempted from the policy as they add diversity and prestige to CANR graduate programs; they will receive 100% tuition waivers for the length of their Fulbright scholarship.
- To honor historic commitments of providing departments with TA support, up to three exemptions to the policy are honored per department, i.e., 100% of the tuition for up to three designated TAs is paid from the College's Tuition Waiver Authority.
- Programs enrolling self-funded students or those whose tuition is paid by non-grant funds external to the university (e.g., national fellowships, gift agreements, foreign government support) are eligible for up to a 50% remission of tuition paid for the anticipated term of the student's program.
- At the beginning of each fiscal year, (commencing with FY16) as departmental budgets are distributed, College Tuition Waiver Authority is allocated to departments for 85% of the anticipated tuition billed to students qualifying under this policy. Departments assume responsibility for 15% of the total tuition billed for qualifying students.
- This policy is agnostic to the source of stipend funds and includes cases where stipends are derived from federal capacity funds (e.g., Hatch, Smith-Lever, McIntire-Stennis, and Animal Health), University funds, and other sources allocated by the dean.
- By law, federal capacity funds or their state match cannot be used to pay the department's 15% of tuition billed. Normally, non-matching state funds, grants, gifts, and University base budget funds can be used for payment of tuition unless prohibited by specific language in the appropriation.
- The policy is coordinated by the CANR Associate Dean for Research and Graduate Programs. Business and grants staff in the CANR dean's office will oversee matters of logistics related to policy implementation, working in conjunction with departmental graduate coordinators and business staff.

1.1.3.2 Requirement to utilize Sustaining Status for students who qualify

- UD's Sustaining Status must be used for all students who qualify ([Graduate and Professional Education Policies & Procedures](#)), effective January 1, 2015.
- Students on Sustaining Status and on contract may continue to receive a stipend and maintain student health care, student loan deferral, visa status (if foreign), and all other benefits provided to full-time students; they are considered "full-time". **Students must receive financial assistance of at least 50% of the minimum stipend to remain on contract while registered as Sustaining.**

1.1.3.3 Cap on number of credits eligible for partial or full waiver

- CANR will not waive any portion of tuition for credits beyond the minimum required for the degree, effective January 1, 2015. Students should register in Sustaining Status once the amount of credit and course requirements for the degree have been met. Extenuating

circumstances may be considered in cases with unusual research, teaching or outreach requirements that cause extensions in the program of study beyond the student's control.

- Sustaining fees are treated the same as tuition in RBB and in the CANR Graduate Tuition Policy. Thus, the college will pay 85% of the sustaining fee for each semester that the student is anticipated to remain in Sustaining Status. The remaining 15% must be paid from sources other than the College's Tuition Waiver Authority.

1.1.3.4 Incentive structure for graduate tuition on grants

- The former *ad hoc* policy of returning 70% of the graduate tuition included on a grant to the principal investigator is voided as of midnight, February 28 2015.

1.2 [CANR Undergraduate Programs](#)

1.2.1 UD Undergraduate Policies

- [Academic Honesty](#)
- [University Attendance](#)
- [Undergraduate Programs of Study](#) (Majors and Minors)
- [Registration / Enrollment](#)
- [Earning Course Credits](#)
- [Grading System Policies](#)
- [Undergraduates: Academic Requirements for Graduation](#)
- [Student Guide to University Policies](#)

1.2.1.2 UD Undergraduate Course Policies

[Instructions](#) on Faculty Senate Online Course Approval Process including the following:

- [Propose a new course](#)
- [Propose a course revision](#)
- [Propose a course to be deactivated](#)
- [Definitions of course detail terms](#)
- [Finish or delete a course change you've started and saved](#)
- [Access courses awaiting your approval](#)
- [Access a course returned to you for changes to be made](#)
- [Change departmental approvers](#)
- [Submit a course not yet certified as multicultural for multicultural certification](#)
- [Propose a course for First Year Experience \(FYE\) designation](#)
- [Propose a course for Discovery Learning Experience \(DLE\) designation](#)

1.2.1.3 [CANR Undergraduate Degree Requirements](#)

1.2.2 Minimum student enrollment

Per UD policy [3.1.7 Class Meeting Size](#), regular undergraduate courses with projected enrollment below **ten** students should be cancelled. Regular courses do not include:

- a. Independent study or special problems
- b. Supervised teaching
- c. Undergraduate research
- d. Courses that are required for the student's major.

1.3 Link to [Overload pay policy for teaching](#)

1.4 Articulation agreements and transfer requirements

- [Internal Transfer Requirements](#)
- [External Transfer Requirements](#)

1.5 [Online Teaching](#)

S-contracts for faculty teaching online courses are subject to the following minimum enrollments:

- a. Undergraduate courses: 15 students
- b. Graduate courses: 10 students

S-contracts for faculty teaching online courses are paid from departmental teaching funds.

1.6 Link to [Study Abroad](#)

1.6.1 Link to [Study Abroad Policies for Students](#)

1.6.2 Link to [Study Abroad Policies for Faculty](#)

1.6.2.1 [Faculty Overload Pay for Study Abroad](#)

- S-contracts for faculty teaching study abroad will be paid from the CANR central budget as per the CBA (according to number of credits and rank)

2 RESEARCH

2.1 Eligibility as Principal Investigator

Purpose

For each sponsored proposal, a Principal Investigator (PI) is identified and is directly responsible and accountable to the University of Delaware (UD) and sponsor for the proper programmatic, scientific or technical conduct of the project, and its financial and day-to-day management. The

purpose of this policy is to set forth the eligibility requirements as well as the general duties and responsibilities of the Principal Investigator named in an application for all sponsored project funding and the resulting sponsored project, grant, cooperative agreement, contract, subcontract or other award mechanism received by CANR.

Policy Statement

- Eligibility to serve as a Principal Investigator (PI), Co-Principal Investigator (Co-PI), Multiple Principal Investigator (Multi-PI) or Project Director of a research award is a privilege limited to individuals who meet University-approved criteria or have been granted PI eligibility via a waiver. Visit the Research Website to review the University's Policy and/or submit the Research Office PI Approval Form:
<http://www1.udel.edu/research/preparing/pieligibility.html>
- Eligibility and continued service as PI are contingent upon compliance with all applicable CANR or UD policies, as well as all federal, state and local government policies and regulations and the terms and conditions of the award.
- The responsibilities that accompany Principal Investigator status may not be delegated explicitly or implicitly to individuals who do not qualify to serve as Principal Investigator or Project Director. Under the terms and conditions of most sponsored project awards, a change of PI is subject to the prior written approval of the awarding agency or sponsor.
- PI eligibility and status may be revoked by the CANR Dean in the event of failure to:
 - Comply with the provisions of this policy
 - Comply with the CANR and UD policies and procedures
 - Comply with all applicable federal, state and local government policies and regulations
 - Comply with the terms and conditions of the award for which the individual has been named PI
- Monitor all grant accounts regularly, demonstrating fiscal responsibility for all projects; or
- Maintain all sponsored project accounts in good financial standing. A pattern of accounts in deficit status that cannot be readily resolved through transfer of the overrun to an unrestricted account may result in withdrawal of the privilege to serve as Principal Investigator.

EXCEPTIONS

Certain funding programs (e.g., Individual National Research Service Awards and NIH Career Development Awards) are tailored to post-doctoral fellows/research associates who, by convention, would be named "Principal Investigator" upon receipt of the fellowship. It is understood that graduate students, post-doctoral research fellows, and other individuals who are approved to serve as a PI do so under the supervision of a responsible faculty member or mentor. The mentor has responsibility for the performance of the grant, supervision and fiscal accountability and award oversight.

RESOURCES/SPACE

Special attention should be given to the issue of resources necessary for successful execution of the project. Department Chair approval, certified on the Webform and cover sheet, signifies an

intended commitment on the part of the administering department to provide the laboratory and/or office space required by the project, as well as a statement of ability on the part of the administering department or division to dedicate the personnel named on the application/grant for the level of effort specified in the resulting award. The use of CANR space and resources is at the discretion of the Dean, Department Chair, and/or Associate Dean for Research. Assignment of space is outlined in **section 7.1.3** of this document **Guidelines for Assignment of Space**. Continued use of space and resources is dependent upon availability and the PI's ability to maintain eligibility to serve as a PI under the provisions of this policy and on the condition of continued employment.

2.1.2 Limitation of Authority

Designation as PI, Co-PI, Multi-PI, or PD per se does not confer institutional signature authority. No such individual may sign for the institution or convey institutional concurrence to any:

- Proposal/application
- Award (including but not limited to grants, contracts, subcontracts, fellowships, cooperative agreements and subcontracts)
- Material Transfer Agreements
- Non-Disclosure Agreements
- Restricted Access Data Use Agreements
- Institutional Service Agreements or any other agreement/contract on behalf of a partner institution

Only institutional officials with board-designated signature authority or designated specific individuals in the research office may sign for or commit the institution; except in the instances of Delegated Authority.

<http://sites.udel.edu/generalcounsel/policies/non-governmental-research-related-agreements/>

This policy pertains only to those eligible to apply for sponsored project funding (for internal and external funding programs) and be named as the Principal Investigator in any/all resulting awards.

DEFINITIONS

Principal Investigator - the principal Investigator is an individual who is or becomes eligible under this policy to submit a proposal for intramural or extramural support for a research, training, or public service project. This individual will personally participate in the design, conduct and reporting of the project and will have primary responsibility for the scientific, technical, administrative and financial aspects of the project.

Co-Principal Investigator - the co-principal Investigator is an investigator who will share responsibility for the scientific, technical, administrative and financial aspects of the project with the principal investigator. Each individual named as a co-principal investigator at CANR must meet the same eligibility requirements as the principal investigator. The principal investigator may name more than one co-principal Investigator on a project.

Multiple Principal Investigators - multiple principal investigators is a term used when more than one principal investigator is named in an application or resulting award and each is expected to equally share responsibility for leadership of multidisciplinary and other team science projects that are not best served by the single principal investigator model. When multiple principal investigators are named, they share the major authority and responsibility for leading and directing the project, intellectually and logistically. Each PI named is equally accountable for the proper conduct of the project including required tangible deliverables, fiscal oversight, sub-recipient monitoring and submission of all required reports. All PIs named in the application will discuss and designate a primary point of contact who will serve as the liaison between the sponsor and the rest of the leadership team while still recognizing that all PI's are equally responsible for their projects. The presence of more than one identified PI on an application or award diminishes neither the responsibility nor the accountability of any individual PI. Multiple principal investigators must meet the same eligibility requirements as the principal investigator.

Project Director - Project Director is a term that may be used by sponsors of training or public service projects. For the purposes of this policy, the project director is defined as the principal investigator and shall assume the same responsibilities upon acceptance of this role.

PI RESPONSIBILITIES/ PROCEDURES

The process described below is applicable to CANR PIs whose sponsored research activities are supported by UD. This process is applicable for all externally supported research, extension, public service, instructional activities, where the external support is not subject to Delegated Authority policy and procedures .

2.1.3 Application Stage

Review the application guidelines, contract solicitation or program announcement to ensure applicant eligibility criteria are met for the institution and the principal investigator, co-principal investigator, multiple principal investigator or program director, as applicable.

Once sponsor eligibility has been determined, PIs will comply with [CANR's Proposal Submission Policy](#).

- Determine if subcontractors are needed and if so, collect required proposal documents from subcontractors. (insert subaward documents needed for proposals link here)
- Working together, the PI and the designated Sponsored Program Coordinator will ensure a PeopleSoft record is completed in order for the PeopleSoft Proposal Approval Form can be routed for approvals to the department chair, manager of grant administration, associate dean for research, and the research office.
- Complete the application in accordance with the sponsor's guideline and all internal grant submission policies and procedures; the latter may require the completion of internal documents that are not required by the sponsor at the proposal stage.

- Ensure the UD Conflict of Interest Disclosure Reporting Form is current for all individuals who are involved in the proposed project.
- Route the completed application package to your assigned pre-award grants specialist in the research office in accordance with the CANR internal grant submission deadline policy.
- Comply with the request sent by the sponsor and compile the information requested.
- Ensure that any/all compliance committee protocols have been written and submitted to the respective committee and that the approval is secured and documented

2.1.4 Award Stage

- The research office will notify the PI, Business Administrator, and Manager, Grant Administration that an award has been made. Reconfirm with all staff who are paid by the new award that the level of effort stated in the award are available for the time-period of the award and that their financial interests have not changed since the application was submitted and if there has been a change, submit a request, via the research office, to the sponsor for approval of the change of effort.
- Notify all subcontractors that an award has been made and reconfirm their intent, willingness and ability to be engaged in the project
- When the award has been activated and the purpose code number received, review the award budget and work with Business Administrator to have Labor Allocation Modules (LAM) data changes submitted to add staff to the new purpose code and order start-up supplies as needed and approved in the award budget.

Through the life of the award or project period, maintain all sponsored project purpose codes in good financial standing. The PI will:

- Using UDataGlance, monitor the expenses posted to each award on a monthly basis to ensure that each cost is allowable (per the cost principles, and the terms and conditions of the award), allocable and reasonable.
- Work with the department's business administrator to initiate cost transfers in accordance with the University of Delaware cost transfer policy when costs are identified to have posted to an account in error, and use the UDataGlance to confirm transfers were done correctly the following month as well as to monitor the new expenses that have been incurred and posted.
- Monitor the activities at each subcontractor site to ensure that the work is being done on time and in accordance with the agreed upon scope of work.
- Monitor the expenses incurred at each subcontract site to ensure that they are within budget, allowable, reasonable and representative of timely progress on the project.
- Ensure that all deliverables both reporting and tangible (i.e.; model organisms, cell lines, restricted access data sets) are submitted to the sponsor in accordance with the terms and conditions of award.
- Ensure that any/all compliance committee approvals are maintained throughout the life of the award.

- Ensure that any changes made during the active project period that require the prior written approval of the sponsor follow the applicable approval process (such as reducing level of effort of key personnel by 25% or more).
- Ensure that data changes are done in accordance with the approved award budget and in a timely manner to remove or add staff to the project as needed.
- Ensure that requisitions are via Webform in a timely manner and with sufficient justification to gain approval and avoid interruptions in the flow of the scope of work.
- Ensure that the project does not go into overdraft as this will result in a deficit that will require resolution from the PI's unrestricted account. Overdraft spending is prohibited and patterns of accelerated spending identified through monthly account monitoring activities must be addressed and rectified expeditiously. Failure to monitor and maintain each account in good standing may result in the rescinding of PI eligibility.
- In the event of a change of PI, please consult your post award grant administrator in the research office for guidance as to how to proceed with making a request for a change of PI.
- Any time there is an exception made to this policy, a copy of the request for exception and corresponding approval from the department chair and CANR dean must be uploaded in the official project record maintained in PeopleSoft.
- Receive and relay all communications between the investigators and the sponsor.
- Work with other named PI's to identify those individuals involved in the project who should disclose financial interests.
- Initiate and sign any correspondence going to the sponsor and route to the research office for institutional review, signature and submission to sponsor.
- Work with the entire project team to ensure that all deliverables are prepared and submitted to the sponsor in a timely manner.

2.2 CANR Memorandum of agreement/understanding with foreign institutions

- [Institute for Global Studies Institutional Agreements](#)

2.3 [UD Research Centers and Institutes](#)

3 GRANTS AND CONTRACTS

3.1 Facilities and Administrative (F&A) Costs Rate Policy for Research Awards and Sponsored Projects

3.1.1 Policy Statement

It is the policy of CANR that all grants, contracts and other sponsored agreements accepted by University of Delaware are charged the maximum allowable federally negotiated Facilities and Administrative (F&A) rate. This applies to direct awards and awards passed through other institutions or organizations under a sub-contract or consortium agreement.

Facilities and Administrative costs, also known as indirect costs, are costs incurred by CANR in support of sponsored projects that cannot be charged directly to a specific grant, contract or

other sponsored agreement. They represent expenses that have been incurred for common or joint objectives, and are necessary for the general operation of an organization and the activities it performs. CANR F&A rates are established in accordance with the cost principles for universities (F&A rates follow 2 CFR 200 (Uniform Guidance) guidelines.) These rates are negotiated between each UD and the Office of Naval Research.

F&A rates are applicable to all externally sponsored projects funded by federal and non-federal sponsors, including industry sponsors. Facility costs consist of lab space, building depreciation, lease expense, maintenance, utilities, housekeeping, security, net costs of parking, transportation, Real Estate and Space Management, to name a few. Administrative costs consist of Research Management: UD research administration, including Research Compliance; IACUC; PHS Research Management, including Grants & Contracts; Research Finance; IRB; UD Research Office; UD Finance (including Accounting, Accounts Payable, Budgeting, Treasury, Analytics); Office of General Counsel; Materials Management/Purchasing; Information Systems; Central Services.

The on-campus rate includes both the facilities and administrative costs and the off-campus rate includes only the administrative portions (The Administrative portion is capped at 26% and UD's off-campus rate is 28% so there is some facilities included in that rate). The full F&A cost associated with research exceeds the federally negotiated rate. Without full-cost recovery, CANR is subsidizing the cost of the project for the sponsor.

UD negotiates a multi-year agreement of predetermined F&A rates with the Office of Naval Research (ONR) every 3 years. The current applicable rates are available on the UD research office website <http://www.udel.edu/research/researchers/index.html>.

An exception from the policy of charging the negotiated F&A rate will only be granted to awards from foundations, non-profit sponsors and government agencies, both federal and state, with explicit, published policies limiting their F&A cost rate, provided such policies are applicable to all grant recipients, and only upon review and approval by the CANR associate dean for research and graduate programs.

For-profit sponsors are charged the negotiated F&A rate unless the CANR associate dean for research and graduate programs has provided written approval of a rate less than the negotiated F&A rate.

3.1.2 Purpose of Policy

This policy enables CANR to fulfill its financial obligations and comply with all grant, contract and research agreement terms and conditions. As a federal contractor, UD has a fiduciary responsibility to monitor the allocation of costs and obligations to all awards in a consistent manner, regardless of sponsor, in order to comply with federally mandated cost principles. Guidelines governing this policy include 2 CFR 200.414 and sponsor-specific policies and guidelines.

3.2 Grad Tuition on Grants Policy (see section 1.1.3)

3.3 Sub-Recipient Monitoring Policy

3.3.1 Policy Statement

UD is responsible for the programmatic, administrative and financial monitoring of all awards made to sub-recipients under federal and non-federal sponsored projects. UD has the obligation, throughout the life of the award, to monitor the activities of sub-recipients to make certain that project objectives are completed and all funds are used for authorized purposes in compliance with applicable laws, regulations, and provisions of the prime contracts or grant agreements.

3.3.2 Purpose of Policy

A sub-recipient is a third-party organization performing a portion of a project awarded to UD. The terms of the sub-recipient relationship are documented in a negotiated agreement (i.e., sub-award, sub-grant, sub-contract, or consortium agreement), and signed by authorized representatives of each organization. This policy and its related procedure set forth the requirements necessary for the preparation and issuance of a subaward under a prime contract or grant and for monitoring the sub-recipient activity. It does not apply to consulting agreements or goods and services. Further, this policy is applicable to all federal and non-federal projects and is consistent with 2 CFR 200.331 Uniform Guidance.

3.3.3 Preamble Memorandum

CANR shall apply the provisions of the sections of this policy to entities, whether they are recipients, expending Federal awards received directly from Federal awarding agencies, or are sub-recipients expending Federal awards received from a pass-through entity (a recipient or another sub-recipient).

3.3.4 Roles and Responsibilities

Principal Investigators have sub-recipient monitoring responsibilities that include:

- Confirm the budget and scope of the project.
- Monitor the activities of sub-recipients to determine that funds are used for authorized purposes and that performance of obligations defined in the sub-award or consortium agreement is being accomplished, including timely submission of deliverables, review expenditures to ensure they match the budget, and question those expenditures that are not as budgeted.
- Review and approve invoices from sub-recipients and, if necessary, question expenditures.
- Work with the research office and confirm that sub-recipient has taken timely and appropriate scientific action.

- Notify the research office if they become aware of scientific or financial non-compliance by any sub-recipients.
- Assist the research office with increased scrutiny of sub-recipient activities if warranted by an audit finding. The PI, business administrator, and the research office will determine a schedule and plan for this increased scrutiny and communication.

3.3.5 Procedures for Pre-Award and Subcontract Development

The research office and the PI/Department will work together to identify and review technical qualifications for sub-recipients during proposal development. These activities will help identify the appropriate Statement of Work (SOW), and the budgetary, regulatory and compliance related requirements associated with the agreement. They include the following:

- The PI will identify qualified sub-recipients during proposal development and request a formal proposal from sub-recipient for the relevant SOW activities. The proposal will include the technical, budgetary and administrative information necessary for compliance with sponsor and partner requirements and are incorporated into the prime proposal submission package.
- Approvals by the sub-recipients authorized institutional representatives for compliance, budgetary and regulatory issues must be included in the proposal.
- The research office will review the sub-recipient information during the proposal review process and notify the PI/department in the event additional information is required.

Sub-recipient documents will be submitted to the research office in accordance with the CANR proposal submission policy.

3.3.6 Progress Monitoring, Technical Reports, and Deliverables

CANR is required to monitor the progress of sub-recipients working on its projects. Specifically, the PI is responsible for monitoring the technical activities of the project, and, with research office, will oversee the administrative and financial activities of the sub-recipient. This is accomplished using a variety of means:

- The frequent review and evaluation (i.e., phone conversations, email communication, face-to-face discussion, ongoing dialogue) of sub-recipient activities and deliverables to make periodic determinations about the sub-recipient's overall progress and ensure that the goals of the project are being met.
- Sub-recipient technical and financial reports are collected, reviewed, and evaluated in a timely manner by the PI/department and Research Office, as appropriate.
- Unusual or unforeseen items outlined in or omitted from the financial and technical reports should be investigated and addressed by the PI.
- All sub-recipient technical and administrative reports should be retained on file and readily accessible for institutional, sponsor, and federal auditors and regulators.

3.3.7 Invoices

Sub-recipient invoices are reviewed by the research office, PI, and department for appropriateness and thoroughness to ensure that they contain a minimum level of information, including but not limited to:

- Name of sub-recipient
- Date of invoice
- Invoice number
- Period of performance covered by invoice
- Description of goods and services reflected by billings
- Current period costs (with sufficient detail)
- Cumulative project costs as compared to the expense budget
- Sub-recipient contact person with respect to the invoice
- Statement that the funds expended are reasonable, allowable, and allocable
- Statement that the costs are in compliance with the terms and conditions of the agreement

If, after review of the invoice, an issue or concern with the sub-recipient is identified, the PI and research office are responsible for working with the sub-recipient to resolve that issue or concern. As part of this attempt, PI's/departmental administrators should request clarification of any unusual, miscellaneous, excessive or potentially unallowable charges invoiced by the sub-recipient. If the explanations are insufficient to render a reasonable judgment on the allowable cost, the department will contact the research office, who will then request detailed justifications and support from sub-recipients. Examples of detailed justifications and support may include but are not limited to payroll data and copies of paid invoices showing the cost of items purchased and vendor justification forms if required by sponsor.

In the event that additional financial or administrative support is required, the research office will assist the PI as needed. Invoices should not be paid until all issues or concerns have been addressed, as the research office will not process charges determined to be unreasonable, unallowable or not allocable.

4 HUMAN RESOURCES

4.1 Personnel Administration Matrix

Action	Faculty	Staff	Grant-funded Staff	Grad Students	Variable hourly	Adjuncts / Visiting
Recruitment (see Recruitment Matrix)	CBO	HR officer	HR officer	Dept.	Dept.	Dept.
New hire JED	CBO	HR officer	HR officer	Dept.	HR officer	HR officer
CBC Clearance	CBO	HR officer	HR officer	N/A	HR officer	HR officer
Offer letter draft	CBO	HR officer	HR officer	Dept.	Optional	Dept.
HR Onboarding (I-9's, etc.)	HR officer	HR officer	HR officer	HR officer	HR officer	HR officer
Unit Orientation	Dept.	Dept.	Dept.	Dept.	Dept.	Dept.
Personnel file	Dean's Ofc.	Dean's Ofc.	Dean's Ofc.	Dept.	Dept.	Dean's Ofc.
LAM and Effort	Dept.	Dept.	Dept.	Dept.	Dept.	Optional
Grad contracts/ GSCRF and SFAF	N/A	N/A	N/A	Dept.	N/A	N/A
Graduate Student database	N/A	N/A	N/A	Dept.	N/A	N/A
Variable hourly tracker (initial)	N/A	N/A	N/A	N/A	Dept.	N/A
Variable hourly tracker (updates)	N/A	N/A	N/A	N/A	HR officer	N/A
Immigration liaison with OISS	HR officer	HR officer	HR officer	HR officer	HR officer	HR officer
Immigration supporting documentation	Supervisor	Supervisor	Supervisor	Supervisor	Supervisor	Supervisor
Existing empl. JED (Promotion/ Retention)	CBO	HR officer	HR officer	Dept.	Dept.	Dept.
Existing employee JED	HR officer	HR officer	HR officer	Dept.	Dept.	Dept.
Additional Assignments	N/A	N/A	N/A	N/A	Dept.	N/A
S-contracts for Special Sessions	HR officer	HR officer	HR officer	N/A	N/A	HR officer
S-contracts for Summer research/ OT	HR officer	Dept.	Dept.	N/A	N/A	N/A
UD Time and Leave Requests	Supervisor	Supervisor	Supervisor	Supervisor	Supervisor	Supervisor
PIN resets	HR officer	HR officer	HR officer	HR officer	HR officer	HR officer
Termination JED	HR officer	HR officer	HR officer	Dept.	Dept.	HR officer
University policy updates/training	HR officer	HR officer	HR officer	HR officer	HR officer	HR officer
Questions on personnel or policy issues	HR officer	HR officer	HR officer	Dept.	Dept.	HR officer

4.1.1 Faculty

4.1.1.1 Faculty Hiring

All faculty hiring must be approved by the dean of the college, and all positions requested must be newly justified and relate to the UD, college and departmental strategic plans. A vacancy left by retirement or departure of a faculty member from a given department does not justify filling a position. Faculty will be hired on 9-month (academic year) contracts that begin on September 1 unless extenuating circumstances necessitate deviations from this policy. Salary, benefits and allocated costs for all faculty reside in the college's central budget unless separately negotiated or funded by endowments or gifts.

4.1.1.2 Faculty Startup Costs

Startup costs are typically split evenly between departmental and central college budgets unless negotiated otherwise between the dean and department chair. Startup allocations are typically spread over the first three years of the faculty member's appointment and must be spent no later than the end of the fifth year of appointment. Unused startup funds will be returned to their sources at the end of the fifth year of appointment, or when the faculty member leaves the College, whichever comes first.

4.1.1.3 Fiscal to Academic Contract Conversion Policy for Faculty

From the 1990s until July 1, 2014, a policy had been in place that allowed faculty to convert from a fiscal year (11-month) to an academic year (9-month) contract with *no loss of salary*. Those converting were not eligible for salary increases for the two years following conversion. On July 1, 2014, this policy was voided and replaced with the standing University policy where salary would be reduced by 2/11's upon conversion from fiscal to academic year contract.

4.1.1.4 Faculty departure from the College

Regardless of the reason for departure, upon ending employment with the College faculty members shall:

- Return all keys and university property according to [UD Guidelines](#).
- Remove personal belongings from office, lab, storage and other university spaces
- Consult with the unit leader for CANR IT regarding the transfer, deletion, and handling of data and digital media and computers or other IT devices used for work.

Any unused balances in accounts assigned to faculty will be returned to their original source or to the sponsor in the case of sponsored program accounts. Unused gift funds may be reassigned to other faculty research or scholarly activities after approval from the Dean.

4.1.1.4 Faculty Awards

4.1.1.4.1 CANR Excellence in Teaching and Advising Award

The CANR Excellence in Teaching and Advising Award is awarded biennially in odd-numbered years (i.e. 2019; 2021; etc.). The award recognizes CANR faculty involved in teaching, mentoring and advising students. Mentoring graduate students is considered part of advising.

- One award presented biennially in odd-numbered years (i.e. 2019, 2021, etc.).
- For eminence in teaching, mentoring and advising.
- Individuals may be nominated for teaching, advising, or both teaching and advising.
- The awardee is recognized at the CANR Convocation Ceremony in May and receives:
 - \$3,000
 - an award certificate
 - a brick engraved with their name to be placed in the Dunham Garden
- **Deadline:** Students, faculty and staff submit nominations online by **March 1** of odd-numbered years. Please visit the CANR Nominations web page for additional details, including the award criteria, and to access the nomination form.
- Former award recipients are ineligible.

4.1.1.4.2 CANR Excellence in Research Award

The CANR Excellence in Research Award is awarded biennially (even-numbered years). The award recognizes individuals that are involved in research that involves the mentoring of graduate students, post-docs, undergraduates, and/or junior faculty.

- One award presented biennially in even-numbered years (i.e. 2018, 2020, etc.).
- For eminence in research quality, scientific leadership and mentoring, and service to science.
- The awardee is recognized at the CANR Convocation Ceremony in May and receives:
 - \$3,000
 - an award certificate
 - a brick engraved with their name to be placed in the Dunham Garden
- **Deadline:** Students, faculty, and staff submit nominations online by March 1 of even-numbered years. Please visit the CANR Nominations web page for additional details, including the award criteria, and to access the nomination form.
- Former award recipients are ineligible.

4.1.1.4.3 Award for UD Excellence in Extension

The UD Excellence in Extension Award inaugural year is 2016. Cooperative Extension professionals will be recognized with this award in even-numbered years. Each recipient will receive a monetary award of \$2,000, presented at the College's Convocation Ceremony in May.

Characteristics of Excellence in Extension

The CANR Excellence in Extension Award is based on the ECOP National Excellence in Extension Award. The CANR Excellence in Extension Award is presented in even years to an individual who has strived throughout his/her career to achieve the benchmarks reflective of excellence in Extension educational programming. These include, but are not limited to, demonstration of high impact of programs; visionary leadership and anticipation of emerging issues for clientele and the system; commitment to diversity; and integration of programs in partnerships with university colleagues and outside clientele. A successful award recipient should be recognized as a leader in the university and in the respective field of expertise. Awardees should demonstrate the ability to garner a continual flow of resources for sustainable Extension programs, use innovative teaching methods and be recognized by peers and the communities served.

Eligibility

The nominee must be an active Cooperative Extension System professional (state, and/or county) with at least 50 percent FTE university appointment in Extension (Administrative FTE >50% disqualify a nominee) The nominee demonstrates responsibility for Extension programming for ten concurrent years. Nominations may be submitted by a nominee, supervisor, or peer. Past recipients of the CANR Excellence in Extension Award are ineligible for this award.

Nomination Process

1. Letter of nominations may be submitted by a nominee, supervisor, or peer. This nomination is a brief paragraph stating noteworthy performance of nominee and is submitted to identified member of Extension Leadership Team.
2. The Extension Leadership Team will select the nominees for full application.
3. Full application includes examples of nominee's superior work ethic, noteworthy performance, outstanding and meritorious service, positive impacts on the overall goals and objectives of the department and college. Nominations could include input from several sources and all nominees must have a minimum of 10 concurrent years of Extension programming and employment in the college prior to the end of the application deadline.
4. A selection committee made up of Friends of Extension and retirees will be appointed by the Extension Director and will review full applications, and makes the selection.

Selection Criteria

1. Demonstrated high impact of programs; anticipated and responded to critical public needs with solutions on critical issues. Enhanced the public good indicated by economic, social and/or environmental impact. 35%
2. Recognized excellence in one's field of expertise as demonstrated by sustained external funding, awards, recognition, and request for regional/state/national addresses and speaking engagements,; and appropriate, peer reviewed publication of scholarly work, including journal articles. 20%
3. Demonstrated innovation in partnerships, funding and educational program delivery. 20%
4. Ability to engage university colleagues in Extension programming with evidence of leadership, teamwork, and mentoring both within and outside Extension 15%
5. Demonstrated conveyance of cultural competencies and appreciation for diversity. 10%

Timeline

December of odd year award announced

Selection Committee appointed by the Director of Extension by January 1

Preliminary Nominations are due by December 30

Extension Leadership Team selects finalists for full application by January 15

Full applications are due by February 15

Selection committee will make their decision and notify the winners by March 31

Awards presented at College Convocation in May

4.1.2 Staff follows the [University Personnel Policies](#) unless otherwise noted below.

4.1.2.1 Staff Hiring

All permanent staff hiring must be approved by the dean of the college, and all positions requested must be newly justified and relate to the UD, college and departmental strategic plans. A vacancy left by retirement or departure of a staff member from a given unit does not justify filling a position. Salary, benefits and allocated costs for all staff reside in the college's central budget unless otherwise negotiated between the unit leader and the dean of the college.

4.1.3 Professionals

All permanent hiring of Professionals in Cooperative Extension falls under the authority of the Director of Cooperative Extension. A vacancy left by retirement or departure of an Extension professional does not justify filling a position. Salary, benefits and allocated costs for all professionals resides in the Extension budget unless otherwise negotiated between the Director unit leader and the dean of the college.

4.1.4 Post-doctoral associates

All hiring of post-doctoral associates falls under the authority of the department chair or unit leader to which the associate is assigned.

4.1.5 Miscellaneous wage

All hiring of part-time or miscellaneous wage personnel falls under the authority of the unit leader to which the employee is assigned.

4.1.6 Staff Award for Excellence in Service

The Excellence in Service Award originated in 2015 to recognize staff in administrative and research support roles. A staff member in an administrative support role is recognized in odd-numbered years, and a staff member in a research support role is recognized in even-numbered years. **Former award recipients are ineligible. Please visit the CANR Nominations web page to access the nomination forms and to review the award criteria: <http://canr.udel.edu/about-us/staff-resources/nomination-forms/>**

CANR Excellence in Service Award (for Administrative Support Staff)

- One award presented biennially to Administrative Support Staff in odd-numbered years (i.e. 2019, 2021, 2023, etc.).
- Recognizes individuals for superior work ethic, noteworthy performance, outstanding and meritorious service, and positive impact on the overall goals and objectives of their department and CANR.
- The awardee is recognized at the CANR Convocation Ceremony in May and receives:
 - \$2,000
 - an award certificate
 - a brick engraved with their name to be placed in the Dunham Garden
- **Deadline:** Faculty and staff submit nominations [online](#) by **March 1** (odd-numbered years).

CANR Excellence in Service Award (for Research Support Staff)

- One award presented biennially to Research Support Staff in even-numbered years (i.e. 2018, 2020, 2022, etc.).
- Recognizes individuals for superior work ethic, noteworthy performance, outstanding and meritorious service, and positive impact on the overall goals and objectives of their department and CANR.
- The awardee is recognized at the CANR Convocation Ceremony in May and receives:
 - \$2,000
 - an award certificate
 - a brick engraved with their name to be placed in the Dunham Garden.
- **Deadline:** Faculty and staff submit nominations [online](#) by **March 1** (even-numbered years)

4.1.7 [Flexible Work Arrangements](#)

CANR follows the [University of Delaware's Policy on Flexible Work Arrangements](#) and working from home.

4.2 [Process for Employee Offboarding](#)

4.2.1 [Termination and Renewals](#)

4.2.2 Departing Employee checklist

5 PROMOTION, TENURE, AND PEER REVIEW

5.1 Faculty

5.1.1 [UD Policies in the Faculty Handbook](#)

5.1.2 Departmental P&T Documents:

<https://sites.udel.edu/provost/files/2015/01/AFS-PT-13ur99l.pdf>

<https://sites.udel.edu/provost/files/2015/01/FREC-PT-p26vvk.pdf>

<https://sites.udel.edu/provost/files/2014/12/ENTO-PT-192ia8u.pdf>

<https://sites.udel.edu/provost/files/2014/12/PLSC-PT-1xdepva.pdf>

5.1.3 College P&T Document:

https://sites.udel.edu/provost/files/2014/12/CANR_PT-2iklx1.pdf

5.1.3 Probationary (2 and 4 year) reviews

<http://facultyhandbook.udel.edu/handbook/435-evaluation-faculty-members>

5.1.4 Post-tenure/promotion peer review

<http://facultyhandbook.udel.edu/handbook/435-evaluation-faculty-members>

CANR faculty receiving an unsatisfactory post-tenure/promotion review will be required to develop a Performance Improvement Plan with their department chair. A Performance Improvement Plan includes specific, measurable criteria that, when implemented, will rectify deficiencies in the faculty member's long-term performance.

5.2 Research Professionals

The CANR policy for Research Professionals can be found here:

<http://d2vsp3qmody48p.cloudfront.net/wp-content/uploads/2014/02/promotiondocresearchprof.pdf>

6 BUSINESS OPERATIONS AND ACCOUNTING

6.1 Budget process, transparency and reporting

The dean of the college has the responsibility to create and disseminate annually a college-level budget, showing all main sources of revenue and expense, the latter including aggregate allocations to all major units of the college. In the interest of transparency, the college-level budget is available to stakeholders, internal and external, upon request.

Each year, all unit leaders submit a unit-level budget request to the dean for the upcoming fiscal year; normally, submissions will occur in May-June. Justification is required for changes in unit-level budgets.

The dean will use unit-level information to derive the college-level budget in July and August annually, after the close out of the previous fiscal year is complete. However, federal capacity funds are reported and allocated according to the federal fiscal year, starting October 1st of each year. Thus, information on federal capacity funds will not be finalized in the college-level budget until October.

6.2 CANR teaching incentive

To enhance enrollment and teaching activity and quality in the college, units with for-credit teaching activity are allocated funds based on unduplicated headcount enrollment and student credit hour (SCH) production within the unit.. The calculations and allocation amounts are shared with all appropriate unit leaders annually.

6.3 Federal capacity funds

6.3.1 Background and Guidelines: federal capacity funds in the Hatch, Smith-Lever, McIntire-Stennis and Animal Health programs

[USDA National Institute of Food and Agriculture Capacity Grants](#)

6.3.2 Allocations of Federal Capacity Funds For Research, Research/Extension, And Integrated Projects

Federal capacity funds for research, extension, multi-state integrated projects are distributed annually to state agricultural experiment stations according to a formula that accounts for the agricultural activity of each respective state. These funds have a 1:1 state matching funds requirement. These programs are based on the following acts of Congress: the Hatch Act of 1887; the Smith-Lever Act of 1914; The McIntire-Stennis Cooperative Forestry Act of 1962; and the Continuing Animal Health and Disease Research program within the Food and Agriculture act of 1977. In each case the CANR Dean who is the Director of the UD Agricultural Experiment station is the lead PI responsible for the overall allocation of these funds to the respective units within the College.

Each capacity grant program has a different emphasis. Hatch funds can be broadly used to support, "...research on all aspects of agriculture, including soil and water conservation and use; plant and animal production, protection, and health; processing, distribution, safety, marketing, and utilization of food and agricultural products; forestry, including range management and range products; multiple use of forest rangelands, and urban forestry; aquaculture; home economics and family life; human nutrition; rural and community development; sustainable agriculture; molecular biology; and biotechnology. Research may be conducted on problems of local, State, regional, or national concern." (Hatch 2015 RFA). One quarter of Hatch regular research funds are to be used to support multi-state projects. Once a faculty member joins a multi-state project, Hatch funds are allocated by the Department Chairs (with the approval of the Dean) to support travel and participation of the faculty member in the multistate project.

A portion of regular Hatch funds are allocated by the Dean to each department Chair according to the number of research FTE equivalents within their respective departments. In turn, each Chair uses these funds to support research activities within their department. Part of this departmental Hatch support is directly allocated to faculty PIs holding approved Hatch projects within the department. Faculty Hatch projects have duration of five years and are initiated through a written proposal from a faculty PI to their department chair. A portion of departmental Hatch support is also used to support the salaries of faculty members having research appointments.

In addition to allocating Hatch funds to department chairs, the CANR Dean allocates a portion of regular Hatch funds to the Assoc. Dean for Research and Graduate Programs. These funds are used to support a competitive CANR-wide seed grant program. The seed grant program is administered through an independent annual request for applications. A panel of faculty from the university reviews proposals and awards are administered through the Assoc. Dean's office.

Smith-Lever funds are solely distributed to 1862 Land-Grant institutions to support cooperative extension programs within their respective states. The cooperative extension activities supported through Smith-Lever funding are broadly, "...to be used for the development of practical applications of research knowledge and giving of instruction and practical demonstrations of existing or improved practices or technologies in agriculture, uses of solar energy with respect to agriculture, home economics, and rural energy, and subjects relating thereto to persons not attending or resident in 1862 Land-Grant Institutions, and imparting information on those subjects through demonstrations, publications, and otherwise and for the necessary printing and distribution of information in connection with the subjects." (Smith-Lever 2015 RFA). The Dean allocates annual Smith-Lever funds to the Dean of Extension who is subsequently responsible for distributing these funds among the varied cooperative extension activities of the College.

The McIntire-Stennis Cooperative Forestry Research Act, "...provides the basis for Federal funding in forestry research and graduate education programs at State-certified schools of forestry in the United States." (McIntire-Stennis (M-S) Cooperative Forestry Research Program – Capacity RFA, 2015). The definition of forestry research within the McIntire-Stennis act is broad

and includes, "...management of forest and related rangeland for production of forage for domestic livestock and game and improvement of food and habitat for wildlife..." (McIntire-Stennis (M-S) Cooperative Forestry Research Program – Capacity RFA, 2015). In the spirit of this mission, the Dean allocates the McIntire-Stennis funds to the chair of ENWE. The chair of ENWE subsequently utilizes these funds to support faculty engaged in research related to wildlife ecology.

The Continuing Animal Health and Disease capacity grants program is designed, "...to assist all states in carrying out a program of research activities designed (1) to meet expenses of conducting animal health and disease research, publishing and disseminating the results of such research, ... (2) for administrative planning and direction; and (3) to purchase equipment and supplies necessary for conducting such research." (Continuing Animal Health and Disease, Food Security, and Stewardship Research, Education and Extension Program 2015 RFA). Given that the intent of these funds is to support research related to animal agriculture, the Dean allocates all annual Animal Health funds to the Chair of ANFS who subsequently utilizes these funds to support faculty engaged in animal agricultural research.

7 SPACE AND PROPERTY

7.1 CANR Space Utilization Policy

7.1.1 Purpose of Policy

This policy provides the framework for utilization, stewardship, and conservation of all CANR space resources, including buildings, physical assets, farmland, and natural areas. It also establishes the basis for a regular review process of the College's space needs and the use of its physical assets. Finally, this policy provides the procedures and guidelines for the assignment of space and relocation of faculty and staff. The College will allocate and re-assign space to best support and further the College's mission and priorities, as outlined in the current College strategic plan.

7.1.2 Space Ownership and Shared Governance

All CANR Space is (re)assigned by the Dean or a designee of the Dean. The Dean considers recommendations from the CANR Space Utilization Committee in the (re)assignment of space. The CANR Space Utilization Committee consists of a representative from each CANR Department, the Carvel Research and Education Center, and Cooperative Extension, and functions in accordance with the College bylaws. The CANR Deputy Dean heads and convenes the committee, and seeks the recommendation of CANR unit leadership to select individual committee members. The CANR Facilities Manager serves as an ex-officio, non-voting committee member and functions in an essential advisory role to the committee.

7.1.3 Guidelines for Assignment of Space

- Space can be assigned only to individuals or groups who are current members of the College, including faculty, staff, or students of the College, or emeriti faculty. Official CANR

visitors and other external parties may be assigned temporary space upon the recommendation of the CANR Space Utilization Committee and/or at the discretion of the Dean.

- All vacated space in CANR is returned to the college's unassigned space inventory immediately after it is vacated by the assignee. Assignee contents in vacated space must be removed within 60 days.
- All requests for additional space or reassignment of existing space shall be submitted by unit leaders (e.g., department chairs, county extension directors) based on appropriate discussions with faculty and staff in their units.
- Space constructed with either internal or external funds is part of the College space inventory and is (re)assigned consistent with priorities outlined in the current CANR strategic plan. Participation in fundraising does not automatically grant the perpetual right or exclusive use of space built with such funds.
- The CANR Deputy Dean will review all space change requests and share these with the Space Utilization Committee. Together, the Deputy Dean and Committee will determine whether a meeting and vote need to be arranged, or if the Deputy Dean can simply make a recommendation on their own, depending on the scope and nature of the request. Generally, changes to the function of a space, competing requests for a space, or a change in unit assignment will require full involvement of the Committee. Recommendations of the Space Utilization Committee are sent to the Dean who is responsible for ultimate decisions on the assignment of space.

Office Assignments:

The following general guidelines are used to assign space for faculty and staff offices and workrooms. University policies regarding the size and quality of office space will apply to the College of Agriculture & Natural Resources.

- Members of the same unit or working group will ideally be located in close proximity to promote their effective functioning and to facilitate communication within those groups.
- **Faculty offices** are assigned in the following order: full-time faculty, part-time faculty or S-contract lecturers, visiting scientists, and adjunct or affiliate faculty. Faculty should not have more than one office, unless approved by the Dean. To the extent possible, faculty shall have their own office; however, CANR adjunct faculty, S-contract lecturers, and visiting scientists may be housed in shared offices with at least one other person.
- Emeriti faculty do not retain offices, but may be assigned an office when employed as teachers in a given semester or year.
- **Extension professional offices** at county locations and the Carvel Center are assigned by the respective unit leader.
- **Administrative Offices:** Staff offices may be private, shared, or open landscape, as appropriate. Staff should not have more than one office.

Laboratory Assignments:

For laboratory space assigned to a unit, the unit leader (Chair or Director) will make assignments within the unit consistent with the shared use philosophy for flexible laboratory spaces as outlined in the college strategic plan. Vacated laboratory spaces for any unit are placed on the unassigned space inventory when the assignee vacates the lab.

Classroom Assignments:

The CANR Facilities Manager is responsible for assigning all classroom space managed directly by CANR and for working with the UD scheduling office to assign those classrooms scheduled centrally. Classrooms are assigned in accordance with the CANR Classroom Utilization Policy (see Appendix A).

Land and Specialized Farm Structure Assignments:

The superintendents of the Newark and Thurman Adams Farms will oversee land assignments for college activities, and consult with the Carvel Center Director or CANR Deputy Dean to resolve competing requests. Requests for repurposing farmland or changing its function from current usage may be reviewed by the committee if adjacent areas are impacted.

Greenhouse and Growth Chamber Assignments:

The Fischer Greenhouse Complex Manager or their designee will oversee greenhouse and growth chamber assignments, and consult with the Carvel Center Director or CANR Deputy Dean to resolve competing requests.

Storage Assignments:

Spaces designated for storage are common college property to which all details of this policy apply. Conversion of office, lab, classroom or other types of space to storage is discouraged and must be reviewed by the Committee and approved by the Dean. Storage space assignments within storage areas designated to a unit for their use are made by the unit leader.

Common Space Assignments:

Scheduling of common use spaces such as the Townsend Commons or conference rooms is done by the dean's administrative assistant or his/her designee. Only competing requests are forwarded to the Committee. Conference rooms and other common spaces at county Extension offices and the Carvel Center are scheduled by the respective unit leader or their designee.

7.1.4 Procedure for Space Requests and Space Assignment in CANR

- The CANR Facilities Manager will have primary responsibility for maintaining an up-to-date [CANR space inventory](#), which will list all currently available space and any space expected to become available in the near future. The CANR Facilities Manager will also update the CANR Space Utilization Committee and all unit leaders on current and expected available space regularly.

- A CANR Space Request is the only method by which a unit may change its assigned space inventory. All requests must have the signature of the unit leader. Individuals or groups may request the use of vacant space by discussing this with their unit leader who will review and approve all requests prior to submitting a space request from electronically to spacerequest@anr.edu. Requests for space reassignment are posted on the [College web site](#) immediately and all unit leaders are notified via email of the request by the CANR Facilities Manager. Any competing requests for the space must be submitted to the CANR Space Utilization Committee within 30 days of notification of unit leaders of the space request.
- The CANR Space Utilization committee will base decisions primarily upon alignment of the space request with the mission and priorities in the current CANR strategic plan. To assist the Committee in their decisions, space requests should also include information regarding the relationship of requested space to current and future program needs, existence of funding, the need for renovation (and the expected magnitude), and impact of reallocation of space from one CANR unit to another.
- The requesting unit(s) will receive the following feedback during the space request process: (i) confirmation that the request is complete and provides enough information to proceed; (ii) the need to clarify issues or meet with the Committee related to space requests; and (iii) the Committee's recommendation to the Dean.
- The Committee will make a recommendation on all space requests to the Dean within one month after meeting to discuss the request, under most circumstances. Committee decisions are finalized by a basic majority vote. At least three Committee members must vote to finalize a decision. Space committee meetings will be at approximately two-month intervals.
- If two or more requests are made for the same space, the Dean will review competing requests with the CANR Space Utilization Committee and may consult additional sources for input, such as university architects, UD Academic Technology, other deans, etc., before rendering a decision.
- The Dean will make the final decision about all CANR space use requests and notify all unit leaders involved in the space request of her/his decision.

7.1.5 CANR Space Survey and Long-term Space Planning

Each CANR unit is required to conduct an annual inventory of the space currently assigned to it and the use of that space. The CANR Facilities Manager will initiate this process annually on February 1st, requesting all units to submit their space inventory update, along with anticipated future changes by March 1st. If improvements in space use seem possible by relocation, consolidation, or physical changes, the alternatives are explored with the affected units and reviewed with the CANR Space Utilization Committee. Upon completion of the annual space survey, the CANR Facilities Manager will forward to the CANR Space Utilization Committee and the Dean a list of space that is underutilized or is available for reassignment as well as any future space needs identified by departments.

7.1.6 Appendix A: CANR Classroom Assignment Policy

- Classroom space is assigned both by CANR (TNS 006, 007, 012; WOR 103, 105,114, 124, 202, 203,205; FGL 102 and 103; Newton Building Classroom; and Webb Farm teaching spaces) and centrally by the UD Course Scheduling Office (TNS 002,009, and 132).
- The CANR Facilities Manager , or her/his designee, is responsible for assigning all classroom space managed directly by CANR and for working with the UD scheduling office to assign classrooms scheduled centrally.
- Classrooms are allocated and scheduled to optimize space utilization and meet academic needs of students and instructors.
- Classroom utilization is reviewed annually by the CANR Facilities Manager , in consultation with unit leaders, to identify trends in teaching/learning to be proactive in meeting future needs, and to identify underutilized rooms that could be relinquished for other uses.
- Requests for all CANR classroom space are submitted by departmental course scheduling coordinators to the CANR Facilities Manager by appropriate deadlines. **Late requests will not be considered.**

Guidelines for Making Classroom Requests for CANR Teaching Facilities

- Classrooms are assigned first to those with **academic reasons** for space in CANR facilities. Academic reasons must be clearly explained on the classroom request form. First preference will go to courses requiring space for teaching laboratories. These include courses that use equipment or facilities that can be accommodated only in a particular laboratory or field site.
- A history of teaching in a classroom or laboratory and/or faculty seniority does not guarantee assignment to a particular classroom.
- The CANR Associate Dean for Graduate Programs, or her/his designee, will make final decisions on all classroom assignments after reviewing all requests.
- Requests are granted on a space-available basis, with those having academic-related needs being filled first. Other requests are considered as space allows, based on factors such as size and type of class, dates/times of class meetings, and the need for faculty or graduate students to be in proximity to their research laboratories.
- All courses taught in CANR facilities between 8am and 6pm must be taught in accordance with the standard University schedule.
- Alternate classroom requests can be made, and other options are explored and provided to the faculty member prior to final assignment of classroom space.
- The UD Scheduling Office controls the scheduling of classrooms 002, 009, and 132 TNS and makes the final determination on courses taught in these rooms. In some cases, non-CANR courses may be scheduled in these rooms before CANR courses.

7.2 Property inventory

The CANR property inventory is conducted annually and maintained by the CANR Facilities Manager.

8 IT AND COMPUTING

The following rules and guidelines apply to anyone who uses the College of Agriculture and Natural Resources (CANR) IT resources. The resources covered by this document include computer hardware, software, mobile devices, data storage and the video conferencing system. There are additional policies and procedures not mentioned below that you are expected to abide by which may be found on the [Secure UD](#) website.

CANR-IT provides these resources primarily for teaching, research or administrative purposes.

8.1 Plan/Purchase

The following are guidelines for ordering new systems including desktop or laptop computers, smartphones, and other accessories. The hardware is purchased by CANR-IT and is managed by CANR-IT throughout the hardware life, according to [Disposal of University Equipment and Material policies](#).

Dell and Apple are the preferred vendors for the University. Please refer to the Institutional and Personal [computing purchases](#) page.

Note: *Due to copyright laws, CANR IT must have a copy of the licensing agreement and licensing Key for each software.*

8.2 Desktop and Laptop Configuration

CANR-IT installs and supports all University-owned computers that are purchased with CANR funds. In addition, CANR-IT maintains software tools that provide automatic updates and patches to the standard configuration, which are designed to enhance the security and performance of the CANR infrastructure.

- Computers are configured in compliance with campus security policies.
- All University-owned workstations that connected to CANR domain and are supported by CANR-IT must use the standard configuration for the purposes of security and deployment of software.
- All computers, prior to being deployed on the UD network, must be verified by the CANR-IT.
- All computers should be install as domain computers. Any exceptions must be approved by CANR-IT.
- All computers must have the latest service packs, patches, and anti-virus definitions.
- All Faculty and staff are [granted limited user privileges](#) on their computer by default. Escalated permissions must be approved by CANR-IT. This method will prevent the execution of viruses, worms, adware and so on.
- All file sharing and software installations must be coordinated by the CANR-IT.

8.2.1 Used Computer/Devices disposal procedure

All hardware purchased with University of Delaware funds remains the property of the University of Delaware until the [disposal](#) (send to surplus) or transfer of ownership.

- If the old computer is of value for use by another staff member in the department, it may be reassigned within the department.
- If the old computer has no further use in the college the CANR-IT should dispose of it in accordance with University [equipment disposal policies](#).
- If the old computer has no further use in the college but would be of use to a staff member at home, the transfer of ownership must have the approval of the department head and Ron Nichols at nichols@udel.edu. Per University protocol, any sensitive material must be wiped from the computer.

8.3 Computer Security

All CANR account holders are expected to be familiarize themselves with the University policies and procedures available on [the Information Technologies \(IT\)](#) website and comply with them.

8.3.1 Confidential Data

Users storing confidential or PII data must adhere to the Information Classification standards set by the [University](#). CANR staff must be informed of anyone storing confidential data and will work with the user to implement a plan to secure that data.

To ensure compliance and reduce risk to the college all computers will have software of them to ensure compliance. If confidential data is found IT staff will work with the user to remediate the data.

- Social Security Numbers
- Credit Card Numbers
- Passwords
- Bank Account Numbers
- Driver License Numbers

8.3.4 Storing UD Information in the Cloud

Use caution in storing information on Google Apps, Dropbox.com, or any cloud service provider. Consider issues like those outlined below before storing data on any non-UD server:

- Never use your UDel password on non-University login screens.
- The safety of PNPI (personal non-public information such as SSNs, bank account information, etc.)
- The value of your intellectual property to your department and to the University

- Requirements imposed by non-UD owners of intellectual property you are using
- Confidentiality agreements

If you are unsure about how your data is being stored contact IT for guidelines.

8.3.5 Mobile Devices

CANR-IT determined that all devices connecting to university systems required a PIN policy to protect University data from unauthorized access in the event that your mobile device is stolen or lost. More information about [mobile devices](#) is available on the University of Delaware IT web site.

Mobile devices purchased with CANR funds will be inventoried in an inventory management system.

8.3.6 Network access

Any device accessing the network in a CANR building needs to meet [minimum network](#) security requirements. These include printers, laboratory equipment, wireless routers, cameras, etc....

- For the lifetime of the equipment it needs run a current OS, and be patched.
- Maintain strong passwords for administrator access.
- Maintain a secure configuration as determined by CANR IT in coordination with the network security group.

Devices not meeting a minimum security requirement put the College and the rest of the University at risk. CANR IT need to be aware of devices connected to the network. Anything not meeting these requirements will be removed from the network immediately.

8.3.7 Lost or Stolen Laptop or mobile Devices

If a portable device is lost or stolen, the following steps need to be taken:

- Notify CANR-IT, who can potentially disable, wipe, or locate the device.
- Report theft to [Public Safety](#) at (302) 831-2222.

8.4 Storage and Backup

All CANR owned computers containing critical data stored on desktop and laptop (Windows and Mac) computers need to be backed up so the documents and files can be restored in the event of a system failure, human error or a lost or stolen device. CANR Storage and Backup Systems are safe and secure backup for research, teaching, and extension use. There are currently three options available.

- Agshare (“U drive”) drive provides storage primarily for Windows Desktop and some Windows Laptops.
- CrashPlan is available to laptops and macs that cannot always connect to Agshare to store data and provides backups for those machines.

- We also provide a Linux Cluster storage pool for large data needs for research.

To facilitate this process, CANR-IT provides an infrastructure of servers that allows the College of Agriculture and Natural Resources to store backup files and share their data files. To provide redundancy for data on Agshare, there are multiple servers that will ensure the same data is continuously replicated amongst those servers, and if one server is down, the user will be directed to another server. There is also an online backup copy of the data off-site that maintains an indefinite version history of those shares.

Crashplan maintains a single backup copy of the data off-site. CrashPlan automatically backups up a file whenever it is modified, or on a set schedule. Retention on this is indefinite.

8.4.1 Backup Recommendations

Music and Video: Due to the large amount of storage space taken up by music and video files, we do not recommend backing up the data unless the data is work related.

The U drive is a private directory to which only the individual user of the account can read and write files and folders. CANR-IT provides a home directory automatically mounted as “U” on your computer. On most desktops the machine is “folder redirected” so the user’s Desktop, Documents and Favorites are stored on the U drive. Other shared drive, is intended for storing documents and files that are for the use of your group or department and need to be shared depending on who needs access/permissions. Any private or sensitive data should NEVER be written to this drive.

8.4.3 CrashPlan Backup

CrashPlan is a backup solution used to automatically backup all critical data stored on university-owned computers that isn’t stored on “U”. This backup service, is designed to protect your data files, allowing you to restore your content in the event of accidental deletion, if the computer is lost, stolen, or if it’s infected by a virus.

8.4.4 Research Storage

For research storage pricing information, consult CANR-IT via submitting an IT-help request form. The pricing is dependent on how large your storage needs are and how many redundant and backup copies you need. The following configurations are available.

Option	Primary Storage	Redundant (High Availability)	Backup
1	x		
2	x	x	
3	x		x
4	x	x	x

- Example: If a Faculty member needs 2TB of redundant storage and a backup copy (option 4), you need a total of 6TB of hard-drives to ensure data redundancy and backup. However, if you don't need backup, but need just 2TB of highly-available storage (option 2), you will be charged for 4TB of hard-drives.

If you don't know or aren't sure which type storage you need, faculty and staff should contact CANR-IT and consult prior to considering a larger research storage plan.

8.5 Computer Lab and Classroom

The computer lab 004 Townsend Hall (TNS) and computer classrooms 006, 007 (TNS) are frequently reserved for general use only when a class is not scheduled to meet in the room. The computer labs are closed during official university holidays and during general maintenance or system rebuilds. The schedule will be posted in advance on each classrooms.

8.5.1 Printing Fee Plan

The [printing fee](#) plan applies to all members of the campus community (students, staff, and faculty) who have a valid UD ID card and print in a computer site.

Important Note: Everyone who has a valid UD ID card has a FLEX account associated with his/her card whether or not he/she has ever initiated use of the FLEX account. The [printing fee and policies](#) can be found at the following link.

8.5.2 Computer Usage

Please use computers responsibly and in accordance with [University of Delaware policy](#) for Responsible computing:

8.5.4 Software Installation in Computer Lab and Classrooms

In order for software to be installed in the 007 classrooms and the 004 computer lab, TNS faculty follow and are aware of the following procedures and processes:

- All software required for computer classrooms TNS 007 and computer lab TNS 004 must be requested via submitting an [IT help request](#). Please note due to copyright laws CANR IT must have a copy of the licensing agreement and licensing Key for each software. There will be no exceptions to the licensing agreement requirement.
- Faculty should contact CANR IT and consult prior to considering using or purchasing software to make sure of hardware compatibility.
- CANR IT will install, and test the installation of the software on a computer designated as a testing computer. Faculty will be notified during the 3 day trial and asked to test the software to ensure that it will work properly for the class.
- If the application testing is successful it will be installed in classrooms 007 TNS and the 004 TNS computer lab.

- CANR IT will not clear the list of requested software between fall, winter and spring semesters, unless the license expired. Any software requested will be available until May 30th. If Faculty needs new software to be installed for spring and winter semester, they need to request via submitting an [IT help request](#).
- If Faculty needs more than the default installation of an application, they have to request it as well (e.g. R software data file, GIS data file, Winest Cost data file, etc.).
- Software will not be installed in classrooms “mid-semester,” due to the disruption it causes for the other courses.

Resources provided by Central-IT

The Central-IT provides a wide range of information technology resources and services to the University community to support teaching, research and service. The [divisions](#) are:

- [Academic Technology Services \(ATS\)](#)
- [Client Support & Services](#)
- [Management Information services](#)
- [Network & System Services](#)
- [University Media Services \(UMS\)](#)
- [Web Development](#)

9 INTELLECTUAL PROPERTY

9.1 OEIP policy on royalties

See: [Office of Economic Innovation & Partnerships](#)

10 PUBLIC RELATIONS AND COMMUNICATIONS (including web)

CANR Communications works to strengthen the College's engagement with a variety of audiences, be proactive, speak with one voice, and position the College, which includes Cooperative Extension, appropriately through messaging and branding that is consistent with that of the University of Delaware. All communication efforts are directed to primary target audiences, in order to help increase enrollment and create, strengthen and/or retain constituent support. Communication efforts are equally dedicated to conveying the College's impact on the community, state, nation, and world to external and internal publics and partners.

CANR's Communications Office provides communication support to faculty, staff, students, and partners of the College through the work of a web developer, communications specialist, part-time photographer, and a communications manager.

Support services provided by the team include: media relations, feature writing for UDaily, website design and web analytics, social media coordination and support, photography and videography services, recruitment marketing and material writing/development, special projects coordination (including Ag Day), talking points development, strategic communications planning, crisis communications planning in collaboration with UD's Communications and Public Affairs Office

10.1 Suggested Tips for Collaborating with CANR Communications:

- Complete a [work order request](#) as soon as possible
- Expect a five-day turn-around for simple web site requests that cannot be made by department content managers, and up to two weeks for new materials
- Plan two to three weeks for UDaily feature writing
- Depending on the breadth of the project, plan three to six weeks for larger projects such as flyers, videos, banners, etc.
- Five to six months should be estimated for major publications
- Ag Day planning begins one year in advance
- Please schedule all photography and video requests at least three weeks prior to allow for scheduling

10.2 Communications Policies

CANR Communications oversees and facilitates the production and approval process for communication and marketing projects. The office ensures that projects are cleared according to University standards and through a required approval process.

10.2.1 Initiating Requests

To request communications help or support, faculty, staff, and professionals are asked to start the process by completing a web form, which can be found on the [Staff Resources page](#) or here: <https://canr.udel.edu/about-us/staff-resources/communications-work-request/>

10.3 UDaily Feature Writing & Media Relations

All UDaily feature writing and media relations requests should be initiated by completing a work request form. UD's Communications and Public Affairs Office (CPA, which is formerly the Office of Communications Marketing) issues news releases by way of UDaily articles that are distributed daily to a robust regional and national media distribution list. CANR Communications pitches news story ideas to regional print and electronic media with clearance from CPA. Kent and Sussex counties may issue calendar events directly to members of the news media in their respective areas.

CANR faculty and staff are asked to inform the CANR communications manager if a reporter initiates contact.

CANR Communications follows guidelines established by CPA for article writing and submission to official outlets. This includes items such as word counts, quotes, layout for uploading, etc. CANR Communications also follows the Development Press Release Policy when recognizing and publicizing gifts.

10.3.1 Social Media

As per the [Office of Communications and Public Affairs](#), strategic use of social media can amplify both outward- and inward-facing messaging, and, therefore, better position the University of Delaware as a world-class learning institution. Social media guidelines for the University have been established by CPA and may be reviewed here:

<http://www.udel.edu/socialmedia/ud-policies.html>

CANR has the following social media accounts:

- Facebook – <https://www.facebook.com/UDCANR>
- Twitter – <https://twitter.com/udcanr>
- Youtube – <https://www.youtube.com/user/UDCANR>
- Instagram - <https://instagram.com/udcanr>

It is recommended that faculty and staff follow and engage CANR's social media accounts on a regular basis. Regular engagement increases the College's following, and helps the College's research efforts maintain a visible presence in the news.

10.3.2 Social Media Account Requests

All social media account requests must go through the [Office of Communications and Public Affairs](#). Requests are considered two times in a single academic year. The deadline for fall social media account requests is November 1. The deadline for spring social media account requests is March 1. To make an account request, email socialmedia@udel.edu.

*Personal accounts with Social Media Outlets for private use are not governed by this policy. The University reaffirms its commitment to freedom of speech as guaranteed by the First Amendment to the United States Constitution. Accordingly, nothing in this policy is intended to limit any speech or conduct protected by the First Amendment.

10.4 Photography & Videography Services

All photography requests should be initiated by completing a work request form. The work request form should include the time and location of the photoshoot or other pertinent information, such as where to meet if the location is difficult to find and a phone number of a point of contact. Photos are scheduled to be taken for CANR/Cooperative Extension events, UDaily articles, as well as individual shots needed by professors, research professionals, Extension agents, and students.

Video requests should also be initiated by completing a work request form. As appropriate and according to standards established by UD's Office of Communications and Public Affairs, videos are featured on the CANR YouTube page.

10.5 Graphic Design & Material Development

All graphic design and material development requests should be initiated by completing a work request form. Faculty and staff are asked to include their department's budget parameters for the project, as well as requested deadlines. CANR Communications provides advance consultation to determine the appropriate medium for messaging and realistic production deadlines. Production schedules for materials are determined based on the project's deadline, as well as the materials currently being developed in the department. In order to maintain UD's brand integrity and for consistent design presentation, CANR Communications works directly with the senior art director in UD's Office of Communications and Marketing for graphic design and material development.

10.6 Web Policy Statement

The policies that govern preparation, use, and maintenance of World Wide Web pages at the official web site of the University of Delaware's College of Agriculture & Natural Resources (CANR) can be found at <http://canr.udel.edu>. CANR complies with all laws, regulations and University policies, including but not limited to harassment, privacy, confidentiality, copyright, trademark, intellectual property, information security and information technology.

10.6.1 Purpose of the CANR Web Site

The CANR web site has been established to provide accurate and timely information about the College to the outside community by means of the Internet. The objective of the CANR web site is to aid admissions work on undergraduate and graduate levels, as well as to enhance the general identity and understanding of the College.

10.6.2 CANR Web Site

All website requests should be initiated by completing a work request form. The CANR website is coordinated in cooperation with the CANR communications team, which includes the communications manager, web developer, communications specialist, and photographer. Coordination is performed to ensure the site is accessible and responsive. Policies are followed that are governed by the [Office of Communications and Public Affairs](#), which oversees all media for the University of Delaware, and by Information Technology Services.

Academic and departmental units are responsible for maintaining the content on their respective sites using the content management system. All content managers are trained and assisted by the CANR web developer. Units are responsible for contacting the web developer should they need new pages created or if assistance is required with page mapping, photo selection and/or design elements.

To develop pages for the University of Delaware's website, consult the [UD Brand Style Guide](#). The University of Delaware targets WCAG 2.0 and ARIA 1.0, in order to allow web content and assistive technologies to convey appropriate information to persons with disabilities.

Posting of copyrighted material(s) without prior permission of the copyright holder is prohibited on all University web pages.

10.7 Blogs

All faculty requests for a blog should be initiated by completing a work request form. Blogs can be used for sharing department specific academic information and research. It is required that any blog format site created be maintained and updated regularly. Students cannot be blog administrators.

10.8 Video

Interactive features will not be used on the web site's official pages without prior approval from the CANR communications team. Video files may be embedded in official pages with the assistance of the web administrator.

To learn more about branding YouTube videos, please see the [Brand Style Guide](#).

11 DEVELOPMENT/FUNDRAISING

The University's Office of Development and Alumni Relations engages donors, alumni, friends, parents, faculty, staff, students, corporations, foundations and organizations in a lifelong relationship, and fosters a tradition of philanthropy to strengthen the University's legacy as one of the great public institutions of higher education in America.

Members of the CANR community are encouraged to partner in alumni and donor interactions. CANR's Director of Development is responsible for coordinating all development activity on behalf of the College, its departments, programs and centers. Any faculty, staff or volunteers should work through CANR's Director of Development to ensure proper coordination. This includes requests for alumni mailing lists, honor rolls, etc. Detailed information regarding donor management practices can be found in the Office of Development and Alumni Relations' Prospect Management policies and procedures manual. These policies define the roles and responsibilities for gift officers and operations staff for managing relationships with, and information about, our many alumni, friends, staff, parents, students and other supporters.

11.1 Donor Contact

The University of Delaware (UD) is grateful for the financial support it receives from its donors and understands the importance of protecting the privacy of personal information. The University takes donors' right to privacy very seriously and recognizes that, to merit donors' continued trust, it is important to be transparent and accountable in preserving the confidentiality of the personal information that UD collects and maintains. For the purpose of communicating individually or collectively with CANR alumni and donors, CANR's Director of Development will serve as a liaison for all alumni and donor information requests. He or she will also serve as a liaison between donors and the College to ensure confidentiality and appropriate communication. Personal information of a donor should never be shared with another party without the owner's permission. This includes addresses, phone numbers, email addresses and grade-related information.

11.2 Gift Funds and Donor Intent

All gifts must be directed to a specific gift fund and recorded as such in the Development and Alumni Relations database. The choice of fund will be consistent with the written directions from the donor. All gifts requiring the creation of a *new* endowed or named fund must be documented in writing from the donor, using a gift commitment document (retrieved from CANR's Development Director). The Vice President or Associate Vice President for Development and Alumni Relations must approve all new endowed or named funds.

11.3 Stewardship

The Office of Development and Alumni Relations provides a comprehensive and quality program of stewardship and donor relations to engage, cultivate and recognize donors and prospective donors to further fundraising efforts. Responsibilities are shared between teams:

Alumni Engagement and Annual Giving:

- *Reunions*
- *leadership annual giving*
- *True Blue Hens and Delaware Diamonds Society giving, and*

Communications and Constituent Relations:

- *Major gifts of \$50,000 or more*
- *Corporate and Foundation Relations and Planned Giving stewardship*
- *Annual Scholarships at the \$20K+ level*
- *Other term/current-use gifts at the \$25K-\$49K level for the life of the gift).*

The University issues a tax receipt for all gifts received, which is supplemented by additional forms of acknowledgement including communications generated by CANR. The Office of Development and Alumni Relations is responsible for strategically identifying, creating and managing central stewardship activities, communications and events that demonstrate gratitude, recognition and impact for individual and corporate/foundation (CF) donors. Faculty and staff are encouraged to partner throughout the donor stewardship process. The college's Director of Development is responsible for coordinating all stewardship activities for individual CANR units or programs and should be consulted if personalized stewardship plans are being created for CANR donors and *prospective* donors. Please consult with the CANR Director of Development regarding any development and/or alumni related questions.

11.3 Link to the University's [Office of Development and Alumni Relations Policies](#)

12 CANR COST RECOVERY POLICY (Effective July 1, 2014)

12.1 Purpose

The College of Agriculture and Natural Resources seeks to recover costs related to research and extension for assets that are not factored into Facilities and Administrative Costs (F&A, or indirect costs) of sponsored research projects. Asset use for teaching is covered by tuition and fees payments of our students.

12.2 Process

The policy will be coordinated by the CANR Deputy Dean and the CANR Cost Recovery Committee. Recommendations will be made through the CANR Cost Recovery Committee to the dean for new fees and changes to existing fees. Business and grants staff in the CANR

dean's office will oversee matters of logistics related to policy implementation, working in conjunction with departmental business staff.

12.3 Fee Determination

Any proposed fees must be constructed from actual cost data in a rigorous fashion so as to withstand an audit. Fees cannot be set by adopting rates included in fee schedules at other universities for similar assets. However, benchmarking of CANR fees against those of our peers, and consultation with our peers may be useful in the development and justification of cost recovery fees.

12.4 Fee Schedule

12.4.1 User fees for College Assets

Asset	Fee	Comment
Dairy cow use, Newark Farm	\$2 per cow per day	The number of days charged may be greater than the length of a study or treatment if the animal must be treated differently from the herd before and/or after the study or treatment. Proceeds from milk obtained from experimental animals, if sold, are retained by the College to defray dairy expenses not covered by this fee.
Crop land, Newark Farm	\$100 per acre per year	For fractions of an acre or year, the full annual fee is required.
Growth Chambers, Fischer Greenhouse Complex	\$10 per ft ² per month	Exclusive use of a chamber requires payment for the total square footage of the chamber, regardless of the area of bench/shelf used. For fractions of a month, the full monthly charge is required.
Crop land – Thurman Adams Farm	TBD	Information forthcoming
Poultry Research Unit	TBD	Information forthcoming
Newark Farm Incinerator	\$0.47/lb but charge \$1.25/lb to animal facility up campus, per Alphin	See excel file in cost recovery folder for detail

12.4.2 Self-supporting Unit fees

[UD Soil Testing Program; Fee Schedule](#)

[UD Plant Diagnostics Clinic](#)

[Poultry Disease Diagnostics Lab Georgetown](#)

[Poultry Disease Diagnostics Lab Newark](#)

[Fresh to You Produce – \(website and information forthcoming\)](#)

[UD Kinome Center \(website and information forthcoming\)](#)

[UDairy Creamery](#)

13 CANR FARM POLICY AND PROCEDURE

13.1 [University of Delaware Policies](#)

13.2 Farm Land Use

Land Request:

<http://canr.udel.edu/about-us/staff-resources/farm-land-request-form/>

Land use should adhere to best management practices when possible and variances to these should be brought to the attention of the Farm Superintendent prior to implementation.

Labor Request: <http://canr.udel.edu/about-us/staff-resources/farm-labor-request-form/>

13.3 Animal Use

Animal Care and Use: In 2015, the Agricultural Animal Care and Use Committee (AACUC) was dissolved at the request of the VP for Research, and additional members were added to the University's Institutional Animal Care and Use Committee (IACUC) to handle agricultural animal use. This is the norm nationwide. Policies governing the care and use of animals in teaching, research and extension are found:

<https://www1.udel.edu/research/preparing/animalcare.html>

13.4 Equipment Use

Equipment and items found within the four units of the Farm are controlled by the unit's manager. Permission to use these items should be secured through the unit's manager and returned in a timely fashion.

14 SELF-SUPPORTING UNITS

14.1 Definition

Self-supporting units are fee collecting, not-for-profit units of the college that offer products and services related to the teaching, research and extension missions of the college. They are designed to be self-supporting through collection of fees (hence the name), though various sources of subsidy may be applied to their budgets and some *pro bono* products and services may be offered to internal and external stakeholders.

14.2 [UDairy Creamery](#) and allied food service units

14.2.1 [Moo Mobile](#)

14.2.2 Go Baby, Go Cafe

14.2.3 [UD Fresh To You Produce](#)

14.3 Diagnostic Services

14.3.1 [UD Soil Testing Program](#)

14.3.2 [UD Cooperative Extension Plant Diagnostic Lab](#)

14.3.3 [UD Lasher Lab Poultry Diagnostics and Surveillance](#)

15 CANR ADMINISTRATION

15.1 CANR Advisory Board

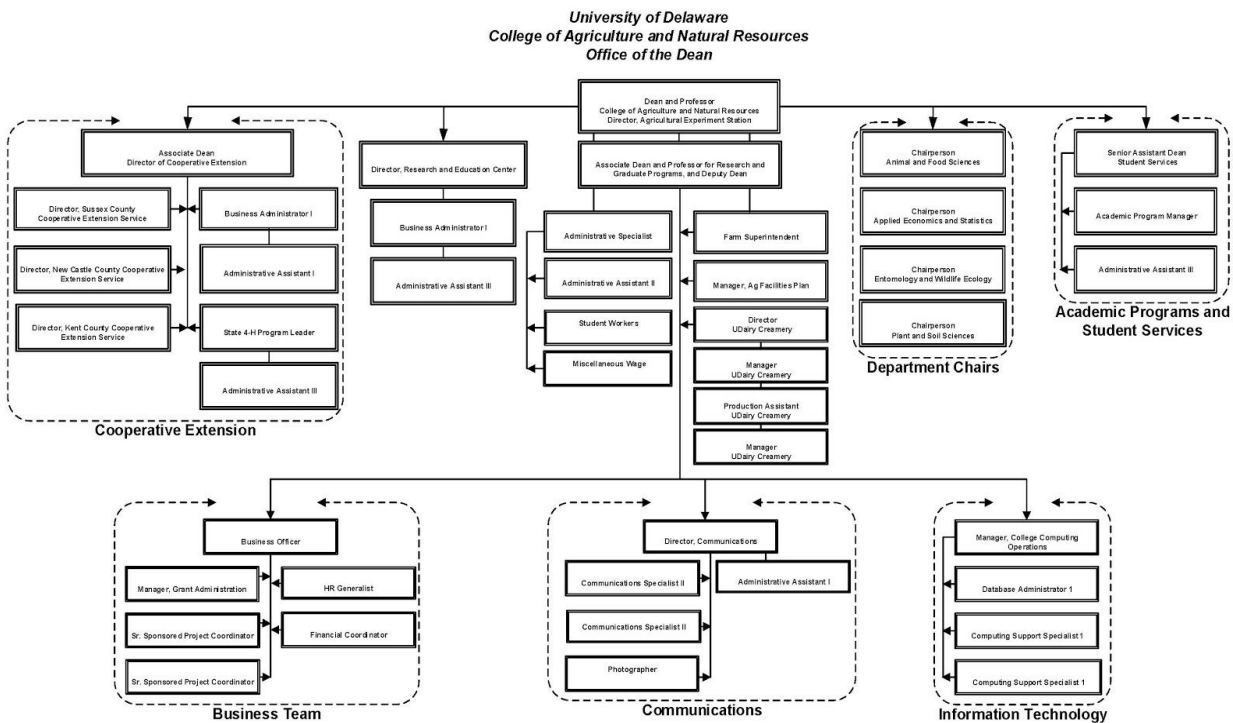
The Advisory Board of the College of Agriculture and Natural Resources is comprised of alumni, business leaders, government officials and others whose purpose is to help shape and evaluate the strategic direction of the College. Members advise and support the work of the administration, faculty and staff, and serve as "think tank" for the college as it endeavors to achieve excellence in issues broadly related to agriculture and natural resources. Additionally, the Advisory Board helps the college garner external resources to achieve its goals. The Advisory Board also helps increase the visibility of the college and its value to clientele groups and citizens that it serves, and champions the land grant tradition of teaching, research and service in the public interest.

The Advisory Board shall meet annually, or more often at the dean's discretion, to carry out its charge and shall report its findings to the Provost.

Member Responsibilities

- Inform and evaluate the College's strategic direction
- Advise and counsel the College regarding its standing with industry and government clientele groups, prospective students, alumni, donors and friends
- Advocate for the College and champion the value proposition of the College to the citizenry of Delaware, the Delmarva region, and the world
- Provide leadership for garnering financial support to the College
- Make an annual gift appropriate to the member's ability
- Provide an independent, objective source of information regarding CANR's programs, mission and activities to stakeholder groups
- Advise and assist the administration on the role and scope of new programs and personnel when called upon to do so
- Periodically provide an annual oral and written report to the President
- Attend all meetings and serve a four-year term

15.2 College organization chart



16 PROGRAMMATIC UNIT POLICIES

The most recently approved versions of the following departmental policies are maintained on the web page of the Office of the Provost: Bylaws; Merit Metric; Promotion & Tenure; and Workload. [Office of the Provost College and Department Documents](#)

16.1 Carvel Research and Education Center

The [Elbert N. and Ann V. Carvel Research and Education Center](#) is the 344-acre campus of the College of Agriculture and Natural Resources and serves as home for Sussex County Delaware Cooperative Extension, the Thurman Adams Agricultural Research Farm, and Lasher Laboratory for poultry diagnostics.

16.2 Animal and Food Sciences

- [Bylaws](#)
- [Merit Metrics](#)
- [Promotion & Tenure](#)
- [Workload Policies](#)

16.3 Applied Economics and Statistics

- [Bylaws](#)
- [Merit Metrics](#)
- [Promotion & Tenure](#)
- [Workload Policies](#)

16.4 Entomology and Wildlife Ecology

- [Bylaws](#)
- [Merit Metrics](#)
- [Promotion & Tenure](#)
- [Workload Policies](#)

16.5 Plant and Soil Sciences

- [Bylaws](#)
- [Merit Metrics](#)
- [Promotion & Tenure](#)
- [Workload Policies](#)

16.6 DE Cooperative Extension

- [Extension Positions Career Ladder and Promotion Process Procedures](#)
- [Sample Career Path Portfolio for promotion to Agent III](#)
- Volunteer Resources - [UD Extension Volunteer Handbook](#)
- [Volunteer Match Rates \(IndependentSector.org\)](#)

16.6.1 [Employee Resources](#)