

Introduction

Faculty and staff of Saint Francis University are dedicated persons who are committed to the mission of the University, their departments, and others.

It would be impossible to capture in detail in one handbook all of the many issues that affect faculty and staff. This *Policies and Personnel Handbook* is intended to be one of several sources of general guidance. It brings together descriptions of the privileges and obligations that are most central to employment at Saint Francis University and selected other information of special interest. The *Faculty Handbook* is another source and should be consulted regarding academic policies and responsibilities of the faculty. Departmental policies and procedures are also a source of guidance for departments in their specific operations. Department directors are responsible for ensuring that departmental policies and procedures align with the *Policies and Personnel Handbook* and for consulting with the Associate VP for Risk Management and Organizational Development when editing or updating departmental policies and procedures.

Nothing contained in the *Policies and Personnel Handbook* negates the right of the University to augment, repeal, or revise its policies at any time. University policies are established or revised with approval of the President of the University and, when required, the Board of Trustees. They are disseminated through the President's Office and are placed in the *Policies and Personnel Handbook*.

The language in this handbook is not intended to be, nor is it to be construed as a binding, enforceable contract between Saint Francis University and one or all of its faculty and staff.

The *Policies and Personnel Handbook* is maintained by the Associate VP for Risk Management and Organizational Development, who is responsible for updating and editing it. This assumes the authority to make non-substantive changes that improve the precision of its language, and substantive changes that are necessary to conform to applicable laws.