



Georgetown University
University Faculty Senate

Wednesday Dec. 14, 2005
Leavey Program Room
(approved with corrections 1/17/06)

Present: Andrews, Arend, Bates, D. Betz, P. Betz, Boettcher, Clarke, Connor-Linton, Cumby, Davis, D. Eagles, Engler, Furth, Gale, Glazer, Goldfrank, Hirsh, Iglarsh, Keesling, Kertesz, Larsen, G. Mara, E. Moore, Moscovitch, Mueller, G. Owens, Pedrick, Pfeiffer, Ronkainen, Tinkcom, Toporowicz, Vroman, T.Walsh, Walters, Witek,S.J.

Absent: Aleinkoff, Bennett, Bloch, Bondurant, Doug Brown, Byrne, Canzoneri, Cleary, Cohn, G. Daly, Diamond, Dimolitsas, Dover, Ernst, Fink, Friedman, Gallucci, Haft, Hauser, J. Heath, Joyner, Lamiell, Lieber, McCabe, McFadden,S.J. (sabb fall 05), Moran Cruz, J.Murphy, Norton, Oakley, J. O'Donnell, J. Peck, Richmond, Sue Ross, Sandberg, Shad, Shambaugh, Shedel (sabb fall 05), Sistrunk, Sitterson, Taylor, Tilden, Verbalis, Walker, J.Walsh,S.J., Weidenbruch, Weiss, Zukowska.

Guests: Stefani Blair (Blue & Gray); Ardoth Hassler, David Lambert, Mickey Laskey (UIS), Katheryn Baerwald (University Counsel), Herbert Herscowitz, Gloria Massaro.

Business: The meeting called to order at 4:20 pm and adjourned at 5:45 pm.

1. Approval of the Minutes of the Meeting (Nov. 17, 2005)

The minutes of the meeting of Thursday Nov. 17, 2005 were approved without amendment by unanimous consent.

2. Discussion and Approval of Revised "Computer Systems Acceptable Use Policy"

Ardoth Hassler presented the proposed changes in the Computer Systems Acceptable Use Policy. The need to update University policy was described and those issues that had changed since approval of the existing policy were presented in detail. Major changes in policy include an updated format, improved relevance to current technologies and practices, and a stronger emphasis on copyright and protection of intellectual property. With respect to data access, clarification was provided on the separation of "authority to access data" from the "ability to access data" within UIS staff. There was some discussion among members regarding how and who within the university is responsible for responding to subpoenas; the revised policy clarifies that the university will respond to all appropriately issued subpoenas and that this is the responsibility of the Office of the University Counsel.

A motion to approve the policy was proposed and seconded; clarification was requested (and provided) that the members were voting only on the body of the text as presented and not to approve appended or hyperlinked documents cited within the text. Ardoth Hassler indicated that all such cited documents would be brought to the senate for approval as appropriate at a later date. The original AUP document as proposed (without amendment) is appended to these minutes.

Motion #1: that the so modified "Revised Computer Systems Acceptable Use Policy" be accepted, with the understanding that the word "information" should qualify "technology" throughout.

The motion was passed as follows:

Table with 3 columns: Aye, Nay, Abstain. Values: 28, 0, 3.

3. Discussion and Preliminary Approval of Revised Emeritus Professor Policy

The Governance Committee has revised the "Emeritus Professors" section of the Handbook and the revised document was presented and considered for acceptance. The revised policy was needed to incorporate current practice for awarding Emeritus status at GUMC. The revised policy acknowledges that campuses may adopt policies for modified emeritus titles. This revised section was considered for "preliminary" acceptance. The committee discussed the text and substance of the proposed policy at length (draft policy is appended to these minutes).

It was recommended that "adjunct" be removed from the third paragraph; the text to now read "*Emeritus professors do not receive a salary unless they contract to perform specific services, such as teaching.*" The proposal was accepted by unanimous consent.

The option to introduce a new position of "Librarian Emeritus" was considered. The following motion was proposed and seconded:

Motion #2: that a new section be included in the Faculty Handbook to allow appointment to the position of "Librarian Emeritus."

The motion was passed as follows:

Aye	Nay	Abstain
25	3	2

The committee also discussed the eligibility criteria that a faculty member "*...must possess a record of distinguished and meritorious service to Georgetown University.*" The concern was raised that the criterion of "distinguished" service to the university was poorly defined and likely to be redundant. It was suggested that "distinguished" should be removed as a criterion. Others commented that the removal of "distinguished" in some way devalued the award of emeritus status. The following motion was proposed and seconded:

Motion #3: that the criterion of "distinguished" service be removed from the eligibility criteria for an Emeritus appointment.

The motion was passed as follows:

Aye	Nay	Abstain
14	12	1

Documents Appended to the minutes of Dec 14, 2005

1. Policy: Computer Systems Acceptable Use Policy (October 13, 2005)
2. Draft of Proposed Revision to "Rank and Tenure."(November 17, 2005)

1. POLICY: COMPUTER SYSTEMS ACCEPTABLE USE POLICY (October 13, 2005)

STATEMENT: This policy is designed to establish acceptable and appropriate use of computer and information systems, networks and other technology resources at Georgetown University. More importantly, it is meant as an application of the principles of respect and reverence for every person that are at the core of Georgetown's Catholic, Jesuit identity.

APPLICABILITY: Anyone using Georgetown University technology resources. This includes all students, faculty and staff, fellows, visiting scholars, affiliates, campus visitors, Georgetown University Hospital employees when they use GU resources, et al.

GUIDING PRINCIPLES: The Georgetown University community is encouraged to make innovative and creative use of information technologies in support of education and research. Access to information representing a multitude of views on current and historical issues is allowed for the interest, information and enlightenment of the Georgetown University community. Consistent with other University policies, this policy is intended to respect the rights and obligations of academic freedom. The University recognizes that the purpose of copyright is to protect the rights of the creators of intellectual property and to prevent the unauthorized use or sale of works available in the private sector. Also consistent with other University policies, an individual's right of access to technology resources and materials should not be denied or abridged because of race, creed, color, age, national origin, gender, sexual orientation, or disability.

Georgetown University computing and network resources are to be used only for University-related research, instruction, learning, enrichment, dissemination of scholarly information, and administrative activities. The computing and network facilities of the University are limited and should be used wisely and carefully with consideration for the needs of others. Computers and network systems offer powerful tools for communications, education and research among members of the University community and communities outside the University. When used appropriately, these tools can enhance dialog and communications. When used unlawfully or inappropriately, however, these tools can infringe on the beliefs or rights of others.

DISCLAIMER: The University cannot protect individuals against the existence or receipt of material that may be offensive to them. As such, those who make use of electronic resources and communications are warned that they may come across or be recipients of material they find offensive.¹

RESPONSIBILITIES: The University encourages all members of its community to use electronic communications in a manner that is respectful to others. The following examples, though not covering every situation, specify some of the responsibilities that accompany computer use at Georgetown and/or on networks to which Georgetown is connected.

1. **Functionality and Availability** – You must ensure that your actions and the computers you own or that are assigned for your use do not negatively impact the functionality and availability of Georgetown University computer systems, enterprise and application systems, and network services. You must not attempt to modify University systems, or modify or augment network facilities. You must not attempt to temporarily or permanently disrupt routine operation of system or network resources. This includes but is not limited to tampering with any hardware, networks, applications, system files or other users' files without authorization or permission; circumventing or altering software protections or other restrictions placed on computers, networks, applications or files (other than your own files). Similarly, you may not make resources available to circumvent or alter software protections or other restrictions placed on computers, networks, applications or files (other than your own files).²
2. **Computer Accounts** – You must use only your own computer account(s), and may not attempt to impersonate the identities of others. You may not supply false or misleading data nor improperly obtain another's password in order to gain access to computers or network systems, data or information. The negligence or naiveté of another person in revealing an account name or password is not considered authorized use. You should not use the convenience of file or printer sharing as justification for sharing a computer account. You must not attempt to subvert the restrictions associated with your computer accounts or network access.
3. **Information Security** – You are responsible and accountable for all use and security of the electronic resources you own or use, including but not limited to computer account(s), passwords, personal computer(s), electronic

¹ Incidents may be reported to [abuse at georgetown dot edu](mailto:abuse@georgetown.edu). For more information on this and system and email protections, see "Resources" below.

² Employees who are Computer Systems and Network Administrators in the course of their jobs may be authorized to make changes to computing and network facilities. These responsibilities are well documented, understood and carefully supervised. All Systems and Network Administrators are bound by the "Guidelines for System and Network Administrators" and must follow the "Procedures in Support of the Computer Systems Acceptable Use Policy."

data, and network access. You should make appropriate use of the software, system and network-provided protection features and take precautions against others obtaining access to your computer resources. You are responsible for the security of all NetIDs, accounts and passwords assigned for your use. Passwords must never be shared. You are expected to abide by the Georgetown University *University Information Security Policy*.

4. Shared Resources – You may not encroach on another’s use of computer resources. Such activities would include, but are not limited to, tying up computer and network resources for downloading or piracy of music, movies, software or other files, or other trivial and non-University related applications; sending harassing messages; sending frivolous or excessive messages, including chain letters, junk mail, spam, and other types of broadcast messages, either locally or over the Internet; using excessive amounts of storage; launching attacks or probes, or otherwise attempting to subvert the security of any system or network at Georgetown University or on the Internet; intentionally or irresponsibly introducing any computer viruses, worms, Trojan Horses, spy ware, or other rogue programs to hardware, software, systems or networks at Georgetown University or on the Internet; or physically damaging systems.
5. Intellectual Property – You are responsible for making use of software and electronic materials in accordance with copyright and licensing restrictions and applicable university policies. You may not use Georgetown University networks, equipment and software to violate copyright or the terms of any license agreement. No one may inspect, modify, distribute, or copy proprietary data, directories, programs, files, disks or software without proper authorization.
6. Publication – You should remember that information you distribute through the University’s web or other computing and networking facilities is a form of publishing and many of the same standards apply. For example, any web publication attributed to Georgetown, even with disclaimers, represents you and the University and appropriate language, behavior and style is warranted.
7. Personal Information – You should be cautious about making information about yourself and others available on the Internet. The University cannot protect you from invasions of privacy, identity theft and other possible dangers that could result from the individual’s distribution of personal information.

ADMINISTRATION AND IMPLEMENTATION: While respecting confidentiality and privacy, the University reserves the right to examine all university owned and operated computer systems and electronic/digital resources.³ The University takes this step to enforce its policies regarding harassment and the safety of individuals; to prevent unauthorized reproduction or distribution of proprietary software or digital texts, images (moving and still) or music; to safeguard the integrity of computers, networks, and data either at the University or elsewhere; and to protect the University against seriously damaging consequences⁴. The University may restrict the use of its computers and network systems for electronic communications when faced with evidence of violation of University policies, or federal or local laws. The University will comply with, and respond to, all validly issued legal process, including subpoenas. The University reserves the right to limit access to its networks through University-owned or other computers, and to remove or limit access to material posted or distributed on University-owned computers.

ENFORCEMENT: All members of the University community are bound by federal and local laws relating to civil rights, harassment, copyright, security and other statutes relating to electronic media. It should be understood that this policy does not preclude enforcement under the laws and regulations of the United States of America or the District of Columbia. All users are expected to conduct themselves consistent with these responsibilities and all other applicable University policies. Abuse of computing and/or network privileges will subject the user to disciplinary action, as established by the applicable operating policies and procedures of the University. Abuse of networks or computers at other sites through the use of Georgetown University resources will be treated as though it occurred at the University. When appropriate, restrictive actions will be taken by system or network administrators pending further disciplinary or legal action.

RESOURCE(S) AND OTHER APPLICABLE POLICIES AND PROCEDURES:

Guidelines for Systems and Network Administrators

<http://uis.georgetown.edu/policies/technology/snaguidelines.html>

Procedures in Support of the Computer Systems Acceptable Use Policy

<http://uis.georgetown.edu/policies/technology/acceptableuseprocedures.html>

³ There is further articulation of these responsibilities for Systems and Network Administrators in the “Guidelines for System and Network Administrators” and the “Procedures in Support of the Computer Systems Acceptable Use Policy.”

⁴ Upon termination of a user’s relationship with the University, the University may find it necessary to examine such resources.

Reporting incidents of electronic abuse

[Abuse at georgetown dot edu](#)

Spam may be forwarded to [spam at georgetown dot edu](#)

Hate and Bias Reporting

<http://www.georgetown.edu/student-affairs/biasreporting>

University Information Security Policy and Security Resources

<http://uis.georgetown.edu/policies/technology/secpol.html>

<http://security.georgetown.edu/>

Copyright in the Information Age

<http://www.georgetown.edu/policy/copyright/>

DMCA Information Site

<http://uis.georgetown.edu/policies/technology/p2p.html>

Broadcast Communication Policy

<http://uis.georgetown.edu/policies/technology/masscomm.html>

Incidental Personal Use of Electronic Resources Guidelines

<http://uis.georgetown.edu/policies/technology/personaluse.html>

Georgetown University Human Resources Manual; including but not limited to:

Policy Number 302, "Disciplinary Actions and Dismissals"

http://www.georgetown.edu/hr/employment_services/policies.html

Policy Number 401, "Professional Conduct"

http://www.georgetown.edu/hr/employment_services/policies/gu401.html

Policy Number 403, "Confidential Information"

http://www.georgetown.edu/hr/employment_services/policies/gu403.html

Online Resources

E-mail: <http://uis.georgetown.edu/email/>

Anti-Virus and other software, general information: <http://uis.georgetown.edu/>

Technical Assistance

[help at georgetown dot edu](http://help.at.georgetown.edu)

APPROVAL: Adopted *ad interim* June 3, 1996

Modified: November 14, 1996

Approved by the Faculty Senate June 23, 1997

REVISION REVIEW AND APPROVAL:

Revision begun: October, 2004

Reviewed by the Information Services Management Council

Reviewed and approved by University Counsel April 22, 2005

Reviewed and approved in principle by the Computing Services Advisory Committee May 12, 2005

Revised: June 22, 2005

Approved by the Vice President for Information Services and CIO, and University Counsel, June 22, 2005

Approved by the Vice President for Student Affairs, October 7, 2005

REVIEW CYCLE: This policy will be periodically reviewed and updated as appropriate.

2. Draft of Proposed Revision to “Rank and Tenure” (November 17, 2005).

VI. Rank and Tenure

K. Emeritus Professors

A faculty member who retires may be appointed Professor, Associate, or Assistant Professor Emeritus by the President on recommendation of the appropriate Executive Vice President. To be eligible for such an appointment, a retired faculty member must satisfy the following criteria:

1. The faculty member must have served with tenure at Georgetown University, ordinarily for at least ten years, and have retired at the appointed rank (Professor, Associate Professor, or Assistant Professor).
2. The faculty member must possess a record of distinguished and meritorious service to Georgetown University.

Emeritus professors are eligible for continuation of library privileges and their email accounts. For fringe benefits available to retired faculty, contact the Faculty and Staff Benefits Office. The provision of additional benefits, amenities, and facilities, as they are reasonably available, is left to the discretion of the department.

Emeritus professors do not receive a salary unless they contract to perform specific services, such as adjunct teaching. They may continue to teach or perform service without pay if it is approved by the department chair or other appropriate administrative officer. Approval is not needed to continue research unless that requires university facilities other than the library.

Emeritus professors are not entitled to participate in department meetings, rank and tenure proceedings, or any faculty governance bodies, unless explicitly specified in the body's by-laws or constitution.

An untenured faculty member with a record of distinguished and meritorious service, and ordinarily with at least ten years service, may be appointed by the Executive Vice President to an emeritus position with a qualified title such as “Clinical Professor Emeritus” or “Research Professor Emeritus,” in accordance with applicable policy on the faculty member's campus approved by the Faculty Senate.