**Employment Materials**
Records include materials such as faculty handbooks, codes of conduct, and general employee benefit handbooks. The books give information on such things as observed holidays, vacation accrual, retirement, human resources and employment forms, and parking, as well as descriptions of major offices (Office of the President, Office of the Dean of Admissions-Registrar, etc.). The information and forms inside each handbook varies not only between years, but also for whom the handbook was written. The workplace policies contain policies set forth by the state (e.g., workplace AIDS policy) and the university (e.g., snow day absences). Items spiral-bound and in 3-ring binders were transferred from their respective bindings into folders, with titles and date information transferred to the new folders.

Location: Row 16 – Bay B – Shelf 4

**Faculty handbooks**

**Box 1**

- Faculty handbook, 1961
- Faculty handbook, revised, September 1970
- Faculty handbook, revised edition, 1971
- Faculty handbook, revised edition, 1976 [2 copies]
- Faculty handbook, professional education unit, 1997-1999 [copy 1 of 2, copy is divided and placed into 2 folders]

**Box 2**

- Faculty handbook, professional education unit, 1997-1999 [copy 2 of 2, copy is divided and placed into 2 folders]
- Faculty orientation manual, [2004?]
- Faculty orientation manual, [2009?]
- Faculty orientation manual, [2011?]
- Orientation manual for new faculty, 1989-1990

**Staff and non-faculty professionals handbooks**

**Box 2**

- Code of Conduct, 1999
- Code of Conduct, 2004
- Orientation manual, [1995 or later?]
- Professional employee handbook (non-faculty), [2004?]
- Revised staff handbook, June 26, 1973

**Policies and benefits**

**Box 2**
Employee benefit package, 1995-1996
Workplace policies, 1988-1990

Professional development

Box 2

Academic year opening institute, August 25, 2008 [includes agenda, c.v.’s of Dr. Harry Lee Williams and Dr. Leroy D. Nunery, II, time schedule guidelines for reports/activities for Fall 2008 and Spring 2009, university calendar 2008-2009, and other papers]
Academic year opening institute, August 25, 2009 [includes agenda [2 copies] and time schedule for reports/activities for Fall 2009, university calendar 2008-2009, and other papers]
Professional development opportunities, 1991-1992