Personnel materials, 1957-2018

Repository: Delaware State University Archives
            William C. Jason Library
            1200 N. DuPont Highway; Dover, DE 19901
            302-857-6130

Creators: Artificial collection created by DSU archivists

Date: 1957-2018 [bulk dates 1970-2000]

Location: Row 15, Bay A, Shelf 2

Extent: 2 linear feet

Language: English

Source of Acquisition: unknown

Accruals: It is anticipated that telephone directories and handbooks will be added as generated by the University.

Conditions Governing Access: This collection is open to public viewing. No restrictions.

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Scope and Content:

The Personnel materials collection documents employment practices and guidelines for faculty, staff and non-faculty professionals, and student workers. Additionally the collection contains employment policies, benefits information, and staff directories. Record types primarily include handbooks, codes of conduct, orientation manuals, and telephone directories.

Series I: Faculty handbooks and manuals – Publications found here provide information about observed holidays, vacation accrual, retirement, human resources and employment forms, and parking, as well as descriptions of major administrative offices.

Series II: Personnel lists – This series is comprised of telephone directories, organizational charts, and lists of department chairs and deans.

Series III: Policies and benefits – This series contains stand-alone policies regarding fire evacuation, parking, merit pay, tenure, travel, etc. and includes a listing of pay grades and salary increases.

Series IV: Staff and non-faculty professionals – This series is composed of handbooks created for all employees other than faculty. This series also includes a guide.

Series V: Miscellaneous – This series holds blank nomination forms and criteria for the employee of the year award, and reports of faculty-staff meetings. The series additionally contains a sub-series for documents created by the Center for Excellence in Teaching which promotes professional development. Found hereunder are workshop calendars and a catalog of professional development opportunities.

Please note, any items originally spiral-bound or in 3-ring binders were transferred from their respective bindings into folders, with titles and date information transferred to the new folders.

Arrangement:
The Personnel materials collection is arranged alphabetically and thereunder chronologically. The exception is the miscellaneous series which has been placed at the end of the collection.
Box and Folder Listing:
Series I: Faculty handbooks and manuals
Box 1:
- Critique of Delaware State College handbook by Dr. Shelbert Smith of AAUP, n.d.
- Department head responsibilities, ca. 1970
- Faculty handbook, 1961
- Faculty handbook, September 1970
- Faculty handbook, revised, September 1970
- Faculty handbook, revised edition, 1971
- Faculty handbook, revised edition, 1974
- Faculty handbook, revised edition, 1976 [3 copies]
- Faculty handbook tenure attachment, 1976

Box 2:
- Faculty handbook, professional education unit, 1997-1999 [3 copies]

Box 3:
- Faculty orientation manual, 1989-1990
- Faculty orientation manual, 1994-1995 [2 copies]
- Faculty orientation manual, c. 2004
- Faculty orientation manual, c. 2009
- Faculty orientation manual, c. 2011

Series II: Personnel lists
Box 3 continued:
- Campus organizations, October 16, 1979
- Department chairs and deans, 1991-2001
- Faculty and staff, 1997-2001, n.d.
- Organizational chart, c. 1969
- Organizational chart, 1992
- Telephone directory, 1982-1986/1987

Box 4:
- Telephone directory, 2015-2018

Series III: Policies and benefits
Box 4 continued:
- Affirmative action plan, 1973-1987
- Delaware State College prospective employee pamphlet, n.d.
- Employee benefit package, c. 1991-1996
- Fire evacuation procedures for Delaware State College, April 1, 1971
- Merit pay program, 1991-1993
- Operations, 1993-1994
- Parking rules and regulations, n.d.
- Resolution on use of certain language in classrooms, June 15, 1982
- Salary policies and procedures, 1988-1994
Safety rules and conduct code, 1980
Tenure policy, 1977
Travel policies, 1993-2000

**Series IV: Staff and non-faculty professionals**

**Box 4 continued:**
- Code of conduct, 1999, 2004
- Orientation manual, c. 1995

**Box 5:**
- Revised Staff handbook, June 26, 1973
- Staff association, December 8, 1975-March 20, 1981
- Student employment program supervisor handbook, 2012-2013

**Series V: Miscellaneous**

**Box 5 continued:**
- Employee of the year nomination forms, c. 1995
- Report of faculty-staff meetings, 1957

**Sub-series: Center for Excellence in Teaching**
- Computer literacy survey, 1991
- Instructional software grant
- Professional development catalog, 1991-1998
- Workshop calendars, 1993

**Colophon:** This collection was processed by E. Cottle in August 2014. The collection inventory created at that time was translated into this finding aid by R. Scherry in November 2018. Additionally, the programs and events series originally created by E. Cottle was removed by R. Scherry to the programs collection. The series had been composed of faculty/staff institute programs and annual employee award reception programs. These programs were folded into their pre-existing, corresponding folders in the programs collection.