I. General Policy

Rice University recognizes that every faculty and staff member serves an important role in achieving its mission. Its personnel policies are intended as guidelines and references for ensuring an optimal work environment for and equitable treatment of all members of the University community. In hiring and employment practices the University conforms to all applicable federal and state statutes and regulations. The University does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, ancestry, age, disability, or veteran status.

No set of policies, however comprehensive or specific, can provide a direct response to every kind of situation or problem that might occur in the conduct of day-to-day employee relations. Accordingly, the University may change or terminate its plans, policies, and procedures, at any time, and may or may not give notice of these changes. Personnel policies or handbooks abstracted from policies are not intended to create contracts between the University and employees. Employees should not interpret policies, which are guidelines and references, as contracts. With the exception of tenure track faculty whose appointments are governed by the University's Tenure Policy, employment at Rice University is an "at will" relationship; either the employee or the employer may dissolve the employment relationship at any time, with or without cause and with or without prior notice.

No representative of the University other than the President has the authority to make any agreement contrary to official University policies either prior to or after employment has begun. Any such agreement must be in writing and signed by the President.

II. Responsible Official and Key Offices to Contact Regarding the Policy and its Implementation

Responsible Official: Vice President for Administration
Key Offices: Human Resources

Policy History
Clerical Change: January 9, 2018
Supersedes: Policy 401-93, Policy No. 401-94
October 1, 1994