



UNIVERSITY OF MARYLAND EASTERN SHORE

Division of Academic Affairs

FACULTY HANDBOOK

Updated February 9, 2006

TABLE OF CONTENTS

SECTION I: The University and Its Structure

1.	<u>The University of Maryland Eastern Shore (UMES)</u>	
	a) Historical Overview	1
	b) Mission and Objectives	1
2.	<u>The University System of Maryland (USM)</u>	
	a) System Organization	2
	b) Governance of the University	2
	c) Board of Regents	2
	d) System Administration	3
	e) Mission of the University System of Maryland	3
	University of System of Maryland – Goals	3
	University of Maryland Faculty Council	5
3.	<u>Officers of UMES</u>	
	a) President	6
	b) Executive Assistant to the President	6
	c) Executive Vice President	7
	d) Director of Institutional Research, Evaluation and Assessment	7
	e) Vice President for Academic Affairs	7
	f) Vice President for Administrative Affairs	7
	g) Vice President for Student Affairs	8
	h) Vice President for Institutional Advancement	8
	i) Academic Deans	8
	j) Department Chair/Director	10
	k) Executive Council	10
4.	<u>Faculty Governance</u>	
	a) Faculty Assembly	11
	b) UMES Senate	11
5.	<u>Administration of Policies and Procedures</u>	
	a) Director of Human Resources	11
6.	<u>Development of Academic Policy</u>	
	a) Policy on the Role of Faculty in the Development of Academic Policy -- System #II-3.00	12

SECTION II: Faculty Policies and Procedures

1.	<u>Appointment Rank and Tenure</u>	
	a) University System Policy on Appointment, Rank and Tenure of Faculty – System -- #II-1.00	13
	b) UMES Faculty Search and Appointment Procedures # II-1.00 (A)	25
	c) UMES Policy and Procedures on Promotion and Tenure of Faculty # II-1.00 (B)	35
	d) UMES Policy and Procedures for Promotion and Permanent Status of Faculty Members Engaged Exclusively or Primarily in Library Service -- # II-1.00	41
	e) Resolution Regarding Adoption and Implementation of University System Policy on Appointment, Rank, and Tenure Faculty – System - # II-1.01	48
	f) University of Maryland System Policy on Faculty Academic Credentials -- System -- # II-1.02	49
	g) UMES Procedures for Verification of Faculty Academic Credentials # II-1.02 (A)	50
	h) University System Policy on Concurrent Faculty and Administrative Appointments – System – # II-1.03	51
	i) Policy on the Employment of Full-Time, Non-Tenure Track Instructional Faculty in the University System of Maryland – System – # II-1.05	52

j)	Policy on the Employment of Part-Time, Non-Tenure Track Instructional Faculty in the University System of Maryland – System – # II-1.06	55
k)	Policy on Part-Time Tenure-Track and Part-Time Tenured Faculty – System – # II-1.10	58
l)	Policy on Part-Time Faculty Members Engaged Exclusively or Primarily in Library Services – System -- # II-1.11	59
m)	Policy on Professional and/or Research Leave for Faculty Members Engaged Exclusively or Primarily in Library Services – System -- # II-2.01	60
n)	Policy on Awarding Honorary Degrees – System – III-3.00	61
o)	UMES Procedures for Awarding Honorary Degrees – III-3.00(A)	62
2.	<u>Faculty Evaluation and Review</u>	
a)	University of Maryland System Policy on the Comprehensive Review of Tenured Faculty -- System -- # II-1.19	63
b)	Policy on Evaluation of Performance of Faculty – System -- # II-1.20	65
c)	UMES Policy and Procedures for the Evaluation of Performance of Faculty - # II-1.20 (A)	66
d)	Policy on Compensation for Faculty – System -- # II-1.21	67
e)	University System Policy on Faculty Appointment Letters or Contracts – System - # II -1.22	68
3.	<u>Graduate Faculty</u>	
a)	Policy on Graduate Education – System – # III-7.10	69
b)	Graduate Faculty	70
c)	Graduate Faculty Status & Membership Information	70
d)	Associate Members of Graduate Faculty	70
e)	Regular Members of Graduate Faculty	70
4.	<u>Faculty Grievances</u>	
a)	Procedures for Appeals to the University System of Maryland (USM) Board of Regents of Decisions to Terminate Tenured or Tenure-Track Faculty Members – System -- # II-1.04	71
b)	Policy on Faculty Grievances – System - # II-4.00	73
c)	UMES Policies and Procedures Governing Faculty Grievances - # II-4.00 (A)	74
5.	<u>Faculty Retrenchment</u>	
a)	Policy on Faculty Retrenchment – System -- # II-8.00	81
b)	UMES Policy on Faculty Retrenchment – # II-8.00(A)	82
6.	<u>President’s Awards</u>	
a)	Criteria for President’s Teacher –Scholar	84
b)	Criteria for President’s Research – Scholar	84
c)	Criteria for President’s Community Service Provider	85

SECTION III: Personnel Policies and Procedures

1.	<u>Salary & Benefits</u>	
a)	Introduction	86
b)	Mandatory Retirement Plans	86
c)	Supplemental Tax Deferred Investment Plans	86
d)	Health Insurance	86
e)	Long Term Disability Insurance	87
f)	Group Life Insurance	87
g)	Credit Union	87
h)	Blood Bank of the Eastern Shore	87
i)	U.S. Savings Bonds	87
j)	Interim University System Policy on Compensation for Faculty and Administrative Personnel: 1990-91 Academic Year – System – 196.0 VII-4.01	88

k) Policy on Salary Advances – System – VII-4.30	94
2. <u>Leave</u>	
a) Policy on Sabbatical Leave for Faculty – System – # II-2.00	94
b) UMES Policy on Sabbatical Leave – # II-2.00 (A)	95
c) Policy on Terminal Leave for Faculty – System – # II-2.10	98
d) UMES Procedures for Terminal Leave for Faculty – # II-2.10 (A)	99
e) Policy on Leave without Pay for Faculty – System – # II-2.20	101
f) UMES Guidelines and Procedures for Faculty on Leave of Absence without Pay – # II-2.20 (A)	102
g) Policy on Accident Leave and Creditable and Non-Creditable Sick Leave for Faculty Members – System – # II-2.30	104
h) UMES Policy on Accident Leave and Creditable and Non-Creditable Sick Leave for Faculty Members – # II-2.30 (A)	107
i) UMES Procedures for Sick Leave and Positive Time Reporting By Faculty Members – # VII-2.30 (B)	110
j) UMES Policies and Procedures Concerning Accident Leave for Faculty – # II-2.30 (C)	112
k) UMES Policy and Procedures Concerning Adoption Leave for Faculty- # II-2.30(D)	114
l) Policy on Family and Medical Leave for Faculty -- System – # II-2.31	115
m) Policy on Annual Leave for Faculty - System - # II-2.40	121
n) Policy on Jury Service for Faculty Members - System - # II-2.50	123
o) Policy on Sick Leave – System – # VII-7.45	124
3. <u>Miscellaneous</u>	
a) Policy on Faculty Employment of Members of the Same Family – System - # II-5.00	129
b) UMES Policy for Employee Physical Examinations – #VII-2.00 (A)	131
c) UMES Policy for Medical Care for Staff and Faculty - # VII-2.00 (B)	132
d) Policy on Tuition Remission for Regular and Retired Faculty and Staff Employees of the University System of Maryland – System – # VII-4.10	133
e) UMES Policy and Procedure Concerning Tuition Remission for Faculty and Staff – # VII-4.10(A)	135
f) UMES Policy Concerning the Funding of Memberships in Professional and Academic Associations – # VII-4.10(B)	137
g) USM Policy on Tuition Remission for Spouses and Dependent Children of Regular and Retired Faculty and Staff of the University System of Maryland – System – # VII-4.20	138
h) UMES Procedures Concerning Tuition Remission for Spouses and Dependent Children of Faculty and Staff – # VII-4.20(A)	141
i) Policy on Payment of Moving Expenses – System -- # VII-4.40	143
j) UMES Policy on Payment of Moving Expenses – # VII-4.40(A)	144
k) Faculty Form VII	145

SECTION IV: Faculty Responsibilities

1. Institutional Responsibilities

a) Policy on Faculty Workload and Responsibilities – System - # II-1.25	146
b) UMES Policy on Faculty Workload and Responsibilities - # II-1.25 (A)	149
c) Policy on Professional Commitment of Faculty – System - # II-3.10	153
d) UMES Policy and Procedure on Outside Consultancy - # II-3.10 (A)	155
e) Policy on Teaching Outside the Home Institution by Full-Time Faculty – System - # II-3.20	157
f) Policy on Faculty, Student and Intuitional Rights and Responsibilities for Academic Integrity – System – III-1.00	158
g) UMES Policy Concerning University Established Examinations - # III-1.00 (A)	160
h) Policy on Affirmative Action and Equal Opportunity – System -- # VI-1.00	161
i) Policy on Non-Discrimination on the Basis of Sexual Orientation – System -- # VI-1.05	162
j) Faculty I.D. Card	163
k) Teaching Load Form	163
l) Classroom Repairs	163

2. Student Related Responsibilities

a) UMES Student Code of Academic Integrity - # III-1.00 (B)	164
b) Policy for Review of Alleged Arbitrary and Capricious Grading -- System - # III-1.20	172
c) UMES Procedures for Review of Alleged Arbitrary and Capricious Grading – # III-1.20 (A)	173
d) Policy Concerning the Scheduling of Academic Assignments on Dates of Religious Observance – System – # III-5.10	175
e) UMES Policy and Procedures Concerning Academic Assignments on Dates of Religious Observances - # III-5.10 (A)	176
f) Enrollment and Class Lists	177
g) Scheduling of Classrooms	177

SECTION V: Student Policies

1. Undergraduate

a) Policy on Undergraduate Student Concurrent Inter-Institutional Registration – System -- # III-2.40	178
b) UMES Policy on Undergraduate Student Concurrent Inter-Institutional Registration - # III-2.40 (A)	189
c) Policy on Classification of Undergraduate Students – System -- # III-6.40	181
d) UMES Policy on Classification of Undergraduate Students - # III-6.40 (A)	182
e) University of Maryland System Policy on Undergraduate General Education Transferability between UMS Institutions – System - # III-7.20	183
f) UMES Judicial Code – # V-1.00 (A)	184
g) Policy on Tuition – System - # VIII-2.01	192

2. Graduate

a) Policy on Graduate Student Inter-Institutional Registration – System -- # III-2.41	195
b) UMES Policy on Graduate Student Concurrent Inter-Institutional Registration – # III-2.41 (A)	197
c) Policy on Tuition Fellowships for Graduate Students – System -- # VIII-2.60	199
d) UMES Policy and Procedures Concerning Tuition Fellowships for Graduate Students - # VIII-2.60 (A)	200

3. General

a) Policy on Academic Clemency – System -- # III-1.30	201
b) UMES Policy and Procedures on Academic Clemency - # III-1.30 (A)	202
c) Policy on Credit by Examination and Portfolio Assessment – System -- # III-1.40	203
d) UMES Policy and Procedures Concerning Credit by Examination - # III-1.40 (A)	204
e) Policy on Eligibility to Register – System - # III-2.30	206
f) Policy on Continuing Education – System - # III-2.00	207
g) UMES Policy on Continuing Education – III.2.00(A)	208
h) Policy on Academic Transcripts and Financial Aid Records – System - # III-6.00	209
i) UMES Policies Concerning Academic Transcripts and Calculation of Grade Point Average – System - # III-6.00 (A)	210
j) Policy on Confidentiality and Disclosure of Student Records – System-- # III-6.30	211
k) UMES Policy and Procedures on the Disclosure of Student Education Records – # III-6.30 (A)	212
l) Policy on Student Publications – System – # V-1.10	218
m) Policy on Student Employment – System - # V-4.00	219
n) UMES Guidelines Concerning Student Employment - # V-4.00 (A)	220
o) Policy on Community Service – System -- # V-6.00	222

p)	Policy on Students who are called to Active Military Duty during a National or International Crisis or Conflict – System - # V-7.00	223
p)	Policy on Acts of Violence and Extremism – System – VI-1.10	224
q)	Policy on Waiver of Tuition and Granting of other Privileges for Senior Citizens of the State of Maryland – System -- # VIII-2.30	225
r)	Policy on Student Classification for Admission, Tuition and Charge-Differential Purposes – System -- # VIII-2.70	226
s)	UMES Policy for Class Attendance	229

SECTION VI: Resources for Teaching, Guidance & Counseling

1. Related Policies

a)	Policy on Academic Advising – System - # III-2.50	232
b)	UMES Policy and Procedures on Academic Advising - # III-2.50 (A)	233
c)	Policy on the Employment of and Benefits for Graduate Assistants – System - # VII-4.50	234
d)	UMES Policy on Benefits for Graduate Assistants - # VII-4.50 (A)	235

2. University Programs

a)	Career Planning and Placement	236
b)	Comprehensive Counseling Center	236
c)	Basic and Communicative Skills	236
d)	Upward Bound	236
e)	Library	236
f)	Work Study Program	237

SECTION VII: Resources for Research

1. Sponsored Projects

a)	Policy on Conflicts of Interest in Research or Development – System - # III-1.11	238
b)	Procedures on Conflict of Interest in Research or Development - # III-1.11 (A)	241
c)	Policy on Solicitation and Acceptance of Sponsored Projects – System - # IV-2.00	245
d)	Policy on Classified and Proprietary Work – System - # IV-2.20	246

2. Patents and Copyrights

a)	Policy on Patents – System - # IV-3.00	248
b)	UMES Patent and Technology Transfer Procedures - # IV-3.00 (A)	251
c)	Policy on Copyrights – System - # IV-3.10	252
d)	University System of Maryland Policy on Intellectual Property – System - # IV 3.20	255

3. Procedural Policies

a)	Policy on Misconduct in Scholarly Work – System - # III-1.10	269
b)	UMES Policy on Standards for the Conduct of Scientific Research - # III-1.10 (A)	274
c)	Policy for Establishment and Review of Centers and Institutes in the University of Maryland System – System - # IV-1.00	283
d)	UMES Policy and Procedures for the Establishment and Review of Centers and Institutes - # IV-1.00 (A)	284
e)	University of Maryland System Policy on Human Subjects of Research – System – # IV-2.10	287

4. Research at UMES

a) Opportunities for Research at UMES	288
b) Director of Sponsored Research	288
c) Developing a Research Proposal	288
d) Review of Proposals	288

SECTION VIII: Other Services & Regulations

1. Miscellaneous Regulations

a) University of Maryland System Policy on Sexual Harassment – System - # VI-1.20	289
b) UMES Policy and Procedures on Sexual Harassment - # VII-6.00 (A)	290
b) University of Maryland System Policy on Sexual Assault – System - # VI-1.30	292
c) UMES Sexual Assault Policy and Procedures - # VI-1.30 (A)	295
d) Policy on the Use of Alcoholic Beverages at University System Institutions and Facilities – System - # VI-8.00	298
e) UMES Policy Concerning the Use of Alcoholic Beverages - # VI-8.00 (A)	299
f) University of Maryland System Policy on Aids – System - # VI-11.00	300
g) UMES Policy and Procedures Concerning HIV Infection and Aids - # VI-11.00 (A)	301
h) University of Maryland System Policy on a Drug-Free Workplace – System – # VII-1.10	305
i) UMES Drug Abuse Policy - # VII-1.10 (A)	306
j) Non-Smoking Policy – The Elkins Building and Executive Order 01.01.1992.20 – System	307
k) UMES Policy Concerning Smoking - # X-4.00	310

2. Use of University Resources

a) Policy on Establishment of Institutional Traffic Regulations – System - # VI-9.00	312
b) UMES Traffic Regulations - # VI-9.00 (A)	313
c) Policy on Reporting Suspected or Known Fiscal Irregularities – System - # VIII-7.10	315
d) UMES Procedures Concerning Reporting Suspected Theft of University Property or Funds – VIII-7.10 (A)	316
e) UMES Policy Concerning Use of University Stationery - # X-1.00 (A)	317
f) UMES Policy Concerning On-Campus Mail – X-2.00 (A)	318

SECTION IX: Fiscal/Financial Policies

1. Fiscal Policies

a) Policy on Financial Management - # VIII-7.00	319
b) UMES Petty Cash Fund Policy - # VIII-7.00 (A)	320
c) UMES Policy Concerning Financial Commitments - # VIII-7.00 (D)	321
d) UMES Policy and Procedures Concerning Revolving Funds - # VIII-7.00 (E)	322
e) Policy on University System Travel - # VIII-11.00	323
f) Schedule of Reimbursement Rates (FY 2006) - # VIII-11.10	325
g) Policy on Affiliated Foundations - # IX-2.00	326

SECTION X: Miscellaneous and Local Policies

1. Academic Policies/Faculty

a) UMES Policy on Selecting and Changing of Textbooks	331
---	-----

b) UMES Policy on the Sale of Instructional Materials in the Department - Not Including Textbooks and Items Sold in UMES Bookstore	332
c) UMES Policy on the Use of Self-Authored Course Materials	333
d) Policy on the Regents Professorship – System - # II-1.30	334
e) Policy on the Review and Approval of New Academic Programs That Do Not Require New Resources – System - # III-7.01	335
f) Policy on the Review and Abolition of Existing Academic Programs – System-- # III-7.02	336
g) Policy on Certificate of Merit Awards in Agriculture – System - # III-3.10	337
h) Policy on Off-Campus Programs – System - # VIII-2.61	338
 2. <u>Academic Policies/Registrar</u>	
a) Policy on Summer and Special Sessions – System - # III-2.10	340
b) Policy on Combined Bachelor's/Master's Programs – System - # III-2.20	341
c) UMES Policy and Guidelines for Combined Bachelor's Masters Programs - # III-2.20 (A)	342
d) Policy on Academic Calendar – System - # III-5.00	343
e) Policy for the Numbering of Academic Courses – System - # III-6.10	344
f) Policy on Grading Symbol Identification – System -- III-6.20	345
g) UMES Grading Symbols and Notations Used on Academic Transcripts – III-6.20 (A)	346
h) Policy on Degree and Curricular Requirements – System - # III-7.00	347
i) Policy on Inspection of Public Records – System - # VI-5.00	348
j) UMES Guidelines and Procedures Governing the Inspection of Public Records – # VI-5.00 (A)	349
 3. <u>General Policies</u>	
a) Policy on Requests for Advice of Counsel and Official Opinions from the Attorney General – System - # VI-6.00	353
b) Policy on Emergency Conditions Cancellations of Classes and Release of Employees – System - # VI-12.00	354
c) Policy on Soliciting Personnel during Working Hours –System - # VII-2.20	356
d) Policy on USM Institutional Information Technology Policies, Including Functional Compatibility with the State Information Technology Plan – System -- # X-1.0	357
e) Policy on the Naming of Buildings and Academic Programs - # VI-4.00	359
f) Policy on the Use of the Physical Facilities of the University System for Public Meetings – System - # VI-4.10	361