

SECTION III: PERSONNEL POLICIES AND PROCEDURES

Approved by the President in 2006 as part of the Faculty Handbook

I. Benefits

A. Introduction

All permanent employees of the University System of Maryland are entitled to, and may participate in, a variety of benefit plans and programs. The substantive nature, depth and general availability of the benefit plans and programs reflect the University System of Maryland's commitment to the welfare of all its employees. In most instances, the costs involved in participating in the University System's benefit offerings are substantially lower than the equivalent plans purchased on an individual basis. This is made possible by the reduced group rates offered to

The purpose of the following information is to give employees a brief overview of each benefit plan. Further information including specific costs, forms to be completed and extent of coverage may be obtained from the Office of Human Resources.

1. Mandatory Retirement Plans
<https://www.umes.edu/HR/Pages/Retirement-Plans/>
2. Supplemental Retirement Accounts
<https://www.umes.edu/HR/Pages/Supplemental-Retirement-Accounts/>
3. Health Benefits
<https://www.umes.edu/HR/Content/Health-Benefits/>

USM POLICY ON SALARY ADVANCES FOR USM EMPLOYEES

<https://www.usmd.edu/regents/bylaws/SectionVII/VII430.pdf>

UMES POLICY AND PROCEDURES FOR THE EVALUATION OF PERFORMANCE OF FACULTY

(Approved by the President January 1, 1992)

I. POLICY

It is the policy of UMES to review faculty members' performances in the areas of instruction, research and service to the institution and the community at the close of each academic year. This is to ensure that faculty members' performances and efforts are of a nature and quality consistent with the institution's expectations as determined at the time of hiring.

II. PROCEDURES

A. A "Faculty Planning and Development Report" (FPD) is completed for each faculty member within 30 working days of the close of the academic year.

The FPD includes:

1. an evaluation by the faculty member of progress towards teaching, research and service objectives;
2. a listing of courses taught each semester;
3. the number of student advisees;
4. a description of current and proposed research and scholarly activities;
5. a description of all service activities; and
6. an evaluation of performance in each area by the department chair.

- B. The criteria for evaluation used by the department chair shall be consistent with all System guidelines, UMES policies, and the specific terms of the faculty member's employment.

USM POLICY ON SABBATICAL LEAVE FOR FACULTY

<https://www.usmd.edu/regents/bylaws/SectionII/II200.pdf>

UMES POLICY ON SABBATICAL LEAVE

The President shall grant sabbatical leave to faculty members consistent with USM Bylaws, Policies and Procedures of the Board of Regents II-2.00, and the following UMES guidelines.

I. Eligibility Requirements

A. Full-Time Faculty

1. Must be tenured at UMES.
2. Must have a minimum of six (6) years full-time service at UMES since any previously granted sabbatical leave, or at the time of an initial sabbatical leave.
3. Leave of absence without pay shall not be counted as service to UMES for purposes of sabbatical leave.
4. Service at other USM institutions may, at the sole discretion of the President, be considered toward eligibility for sabbatical leave in the same manner as service at UMES.
5. Unless specifically stated otherwise, a faculty member engaged in compensated activities on behalf of the University, outside the academic program or unit, shall be permitted to treat the period of such service toward eligibility for sabbatical leave.

B. Part-Time Faculty

1. Must be tenured at UMES.
2. Must have a minimum of six (6) years of at least part-time service at UMES since any previously granted sabbatical leave, or at the time of an initial sabbatical leave.
3. Leave of absence without pay shall not be counted as service to UMES for purposes of sabbatical leave.
4. Part time service at other USM institutions may, at the sole discretion of the President, be considered toward eligibility for sabbatical leave in the same manner as service at UMES.
5. Unless otherwise stated, a faculty member engaged in compensated activities on behalf of UMES, outside of academic program shall be permitted to treat such service toward eligibility for sabbatical leave.

II. Duration of Sabbatical Leave

A. Full- and part-time faculty members may be granted sabbatical leave either:

1. One-half the faculty member's annual contract period at full compensation; or
2. The full annual contract period at one half normal compensation. (Example: Twelve-month contract—twelve-month sabbatical at one-half compensation. Ten-month contract—ten-month sabbatical at one-half compensation, or five-month sabbatical at full compensation.)

B. The President may award sabbatical leave of greater than twelve months duration to a faculty member of long standing with distinguished and meritorious service to UMES. In no case should sabbatical leave exceed 24 months at one-half compensation.

III. Considerations for Awarding Sabbatical Leaving

- A. Opportunity to conduct scholarly work and to increase the faculty member's value to UMES in carrying out its mission.
- B. Opportunity to conduct important research and increase the faculty member's standing in the professional community.
- C. Disruption to the academic program or unit.
- D. The individual's past service, including creative research contributions, teaching, committee work, and community service.

IV. Additional Compensation and Benefits

- A. A faculty member will normally be permitted to accept only such grants, contracts, awards, fellowships, and other compensation as are given to support the approved sabbatical project. The approval of the President must be obtained prior to accepting any compensation beyond that provided by UMES.
- B. A faculty member will normally be permitted to accept compensation for consulting services consistent with UMES policies on outside consulting. The prior approval of the President must be obtained.
- C. A faculty member who receives compensation without the approval of the President as required by the policy will be required to return all compensation received from UMES for the support of the sabbatical project.
- D. All benefits available to the faculty member under normal service shall be available during sabbatical leave unless otherwise specified.

V. Application for Sabbatical Leaving

- A. Applications must be submitted prior to the deadline for the commencement of the proposed sabbatical leave. The deadline is August 1 for fall sabbatical leaves and March 15 for spring sabbatical leaves. For example, the deadline for a fall and spring sabbaticals would be at least two semesters in advance of the proposed leaves (see timeline given below in the application procedure).
- B. Applications should be addressed to the faculty member's Department Chairperson or equivalent academic administrator.
- C. Applications must contain:
 - 1. A detailed description of the project including the activities to be undertaken, travel and study plans, and a description of the research to be conducted.
 - 2. The expected results of the project.
 - 3. A statement concerning the value of the project to the mission of UMES, and to the faculty member's professional development, and how the information will be shared with the UMES community.
 - 4. The date the faculty member became tenured at UMES, and a description of the responsibilities and accomplishments.
 - 5. The faculty member's assessment of the effect on the academic program, and a plan to minimize the disruption.
 - 6. An updated curriculum vita.

VI. Application Procedure

- A. The Department Chairperson shall review each application for sabbatical leave and make a recommendation to approve, postpone or reject the application. The recommendation should clearly state:
 - 1. The reasons for the decision including an appraisal of the project.

2. Why the decision is consistent with this policy.
 3. An assessment of the effect of the faculty member's absence on the academic program.
- B. The application and review are to be forwarded to the Dean for recommendation and comment. The Dean shall determine whether any further recommendations are appropriate prior to forwarding the application to the Provost and Vice President for Academic Affairs.
- C. The Vice President for Academic Affairs shall chair a committee which shall review each application for sabbatical leave. Applicants whose departments are not represented on the committee shall be represented by their department heads during the review of their application.
- D. Taking into consideration the advice of the committee, the Provost and Vice President for Academic Affairs shall make a recommendation to the President. The President, or a designee, may approved, postpone, or reject the application for sabbatical leave. The faculty member shall be notified of the decision by the Office of the Provost, with copies of the decision to the Dean and the Department Chairperson. The faculty member shall receive a copy of any recommendations.
- E. The notice of approval of sabbatical leave must contain:
1. The beginning and ending dates of the sabbatical leave.
 2. The amount of compensation.
 3. An agreement by the faculty member to return promptly to UMES at the termination of the sabbatical, and to continue service at UMES for a minimum of one year.
 4. The specific project for which the sabbatical is granted.

Application for Sabbatical Leave	
Faculty submits application to the Department Chairperson (or equivalent academic administrator)	The deadline is August 1 for fall sabbatical leaves and March 15 for spring sabbatical leaves.
Application Procedures	Recommended Timeline for Review
Department Chairperson submits recommendation to the Dean	Fourteen (14) business days upon receipt
Dean shall determine whether any further recommendations are appropriate prior to forwarding the application to the Vice President and Provost for Academic Affairs	Twenty-one (21) business days upon receipt
Vice President and Provost for Academic Affairs shall chair a committee which shall review each application for sabbatical leave. Steps to convene the committee.	
Step 1. Vice President and Provost for Academic Affairs nominates the members of the committee;	Fourteen (14) business days upon receipt
Step 2. Members decision to serve are given;	Seven (7) business days upon receipt
Step 3. Vice President and Provost for Academic Affairs reviews the representation of the committee;	Seven (7) business days upon receipt

Step 4. Vice President and Provost for Academic Affairs convenes the committee; <i>(Notification is provided to the applicant of the committee's make-up)</i>	Seven (7) business days upon receipt
Committee gives the recommendation to the Vice President and Provost for Academic Affairs	Twenty-one (21) business days upon receipt
Vice President and Provost for Academic Affairs shall make a recommendation to the President	Twenty-one (21) business days upon receipt
President decision for sabbatical leave(s) and given to the Vice President and Provost for Academic Affairs	Twenty-eight (28) business days upon receipt
Vice President and Provost for Academic Affairs shall notify the faculty member of the decision with copies to the Dean and the Department Chairperson	Seven (7) business days upon receipt; <i>Applicants for fall sabbaticals will be notified by the end of May. Applicants for spring sabbaticals will be notified by the end of November.</i>

VII. Report Requirement

Within three months of returning from sabbatical leave, a faculty member must file a report containing the results of the project, and a detailed accounting of the activities undertaken during the leave. The report is to be addressed to the Department Chairperson, with a copy to the Provost and Vice President for Academic Affairs.

USM POLICY ON TRANSITIONAL TERMINAL LEAVE FOR FACULTY

<https://www.usmd.edu/regents/bylaws/SectionII/II210.pdf>

UMES PROCEDURES FOR TERMINAL LEAVE FOR FACULTY

(Approved by the President January 1, 1992)

UMES shall follow the guidelines set forth in II-2.10 of the USM Bylaws, Policies and Procedures of the Board of Regents concerning terminal leave, which is defined as “leave of absence with pay extending over a period which terminates on the effective date of a faculty member’s separation from employment with the institution.” The President has sole authority to grant terminal leaves.

The procedures for requesting terminal leave are outlined below.

I. Eligibility

Only full-time, tenured UMES faculty members are eligible.

II. Application

- A. A faculty member may make application to the Department Chairperson. The application should contain the reason for the request.
- B. The Department Chairperson shall forward the request to the Dean with a recommendation to either grant or deny the application.
- C. The Dean shall make a written assessment of the effect on the Department, and forward a recommendation with the application to the President through the Office of the Vice President for Academic Affairs.
- D. The President shall notify the faculty member in writing of the decision to grant or deny the application.

III. Term

The duration of terminal leave is at the discretion of the President, within the guidelines of Board of Regents Policy II-2.10.

IV. Compensation

A. Salary

Salary shall remain at the level attained at the commencement of the terminal leave. Faculty members on terminal leave are not eligible for an increase in salary, with the exception of the annual cost of living increase, if such is given by the State.

USM POLICY ON LEAVE WITHOUT PAY FOR FACULTY

<https://www.usmd.edu/regents/bylaws/SectionII/II220.html>

UMES GUIDELINES AND PROCEDURES FOR FACULTY LEAVE OF ABSENCE WITHOUT PAY

(Approved by the President January 1, 1992)

The President may grant a faculty member leave of absence without pay in accordance with the policy set forth in II-2.20 of the USM Bylaws, Policies and Procedures of the Board of Regents, and the guidelines and procedures set forth below.

I. Leave of Absence Defined

A leave of absence without pay is defined as any reduction in service to UMES which results in reduced or no compensation. Leave may be:

- A. Partial Leave – reduced service and compensation; or
- B. Full Leave – complete suspension of compensable services.

II. Eligibility

To be eligible for a leave of absence, a faculty member must be:

- A. Employed on a full-time term or continuing contract; and
- B. Actively employed for at least one year prior to the beginning of the proposed leave.

III. Criteria

- A. Leave without pay shall not significantly disrupt the program of the faculty member's academic unit.
- B. The activities to be undertaken must support UMES' mission of teaching, scholarly and creative activity, and University, professional, or public service; and enhance the faculty member's ability to support these missions.
- C. The President may determine that unusual circumstances warrant granting a leave without pay for personal reasons, such as poor health or family obligations.

IV. Period of Leave

- A. Leave is granted for up to:
 - 1. one semester, or
 - 2. one year.
- B. Leave should not exceed one full year, and any exception requires a showing of exceptional circumstances.
 - 1. Leave is not normally granted contiguous with sabbatical leave if when combined the leave would exceed one year.

V. Application

- A. Application must be:
 - 1. in writing to the Department Chairperson; and
 - 2. at least six (6) months in advance of the leave unless it is determined there are unusual circumstances.

B. Applications must contain:

1. a description of the purpose of the leave;
2. how it conforms to the requirements of these guidelines; and
3. a plan to minimize disruption of the academic program.

VI. Approval Procedures

- A. The Departmental Chairperson or designee shall review the application for leave and make a written recommendation to the Dean or designee.
- B. The Dean shall make a further recommendation, and forward the application together with the recommendations to the President through the Office of the Provost and Vice President for Academic Affairs.
- C. The President or a designee shall make the final decision whether leave without pay should be granted or denied and the faculty member shall be notified in writing. THE GRANTING OF LEAVE WITHOUT PAY IS AT THE SOLE DISCRETION OF THE PRESIDENT.
- D. A new application with renewed recommendations and approval shall be required for:
 1. the extension of a leave beyond the original period; and
 2. the award of a leave contiguous in time to a sabbatical leave or any absence from active duty exceeding twelve calendar months.

VII. Consequences of Leaving Without Pay

A. Tenure Track

1. It shall be specifically stated in the approval whether the period of leave shall be counted as service toward eligibility for tenure.
2. If not specifically stated, the period of leave shall not be counted toward eligibility for tenure.
3. Leave granted for personal reasons may not be counted toward eligibility for tenure.

B. Sabbatical Leave

1. It shall be specifically stated, whether the period of leave shall count toward eligibility for sabbatical leave.
2. If not specifically stated, the period of leave shall not be counted toward eligibility for tenure.
3. Leave granted for personal reasons may not be counted toward eligibility for sabbatical leave.

C. Other Benefit

A faculty member on leave without pay may continue to participate in retirement, health and medical protection, and other benefit programs only to the extent and under the conditions permitted by each program. Costs for participation shall be the responsibility of the faculty member. Upon being granted leave, it is the responsibility of the faculty member to contact the Human Resources Department to determine which benefits are to be continued.

VIII. Report to the Chancellor

The President shall report to the Chancellor by May 1 of each year a summary of all of the leaves of absence without pay granted during the previous year through March 31. The report shall include the period of leave of each faculty member.

USM POLICY ON SICK LEAVE FOR FACULTY MEMBERS

<https://www.usmd.edu/regents/bylaws/SectionII/II230.pdf>

UMES POLICY ON ACCIDENT LEAVE AND CREDITABLE AND NON-CREDITABLE SICK LEAVE FOR FACULTY MEMBERS

(Approved by the President January 1, 1992)

I. Objectives

- A. To provide an informal system of colleague-substitution for short-term incapacity of instructional faculty. This practice protects the interests of students by insuring the supply of qualified substitutes who are familiar with the disabled teacher's educational objectives, methods, and standards.
- B. To provide a regularized and equitable basis for determining the eligibility of faculty members to receive salary payments during extended periods of incapacity for reasons of illness, injury, or childbirth.
- C. To provide a regularized and equitable procedure for disability coverage by way of disability retirement, regular retirement, or disability insurance, once the limits of the extended leave period have been reached and the health prognosis is unfavorable.

II. Non-creditable Sick Leave

Collegially Supported A. It is the responsibility of the institution to have an agreed- upon procedure for continuing instruction when faculty members are absent for any reason, including illness, injury, or childbirth.

- A. Once instruction is underway, it is important to have it continued with minimal interruption to protect the interests of students. Thus, when a faculty member is incapacitated for brief periods by illness, injury, or childbirth, the "collegial" method of accommodating faculty disability is preferred. This is the practice whereby colleagues of the disabled faculty member—on a voluntary basis—take over his or her classes and other essential functions, in addition to carrying on their regular work.
- B. This provision may be employed when practicable up to a maximum of twenty-five (25) work days for each faculty member in one fiscal year. After that time, creditable sick leave shall be charged.
- C. Collegially supported sick leave is not credited toward retirement and cannot be carried over to a subsequent fiscal year.
- D. An eligible faculty member, appointed for at least a semester but less than an academic year, may receive no more than half of the collegial protection awarded persons who are appointed for an academic year. Faculty appointed for periods of less than one semester may not receive collegial benefits.
- E. The maximum collegially supported leave available to a faculty member during the summer is one- seventh of the contract period. This will be included as part of the faculty member's yearly limit.
- F. Collegially supported leaves for an individual faculty member in two fiscal years must be separated by active service of at least twenty-five (25) work days.

III. Creditable Sick Leave

A. Accrual

- 1. Sick leave for faculty is accrued at the rate of 1.25 work days per month at full salary. Accrual of sick leave for summer employment by academic-year faculty is determined by the institution. In no case may an individual accrue more than fifteen (15) days of sick leave during any fiscal year.
- 2. Part-time faculty members who are employed at least 50 percent time are eligible for sick leave benefits proportionate to the percentage of their employment.

3. Individuals eligible to earn sick leave credits will accrue such credit for each calendar month in which they are on paid status for fifteen (15) or more days within that month. No sick leave credit will be accrued for any month during which the individual is on paid status for less than fifteen days.
4. Sick leave is accrued while the individual is on sabbatical leave, but not while on leave without pay.
5. A faculty member may be required to present appropriate diagnostic or medical evidence to support his or her sick leave.
6. When all accrued sick leave has been expended, the individual will be removed from salaried status, except in unusual circumstances as approved by the President. The institution will assist the faculty member in evaluating the options of disability retirement, regular retirement, or disability insurance if the health prognosis is unfavorable.
7. If there is a break in an individual's employment with the State of Maryland of less than three years, a sick leave balance will be restored. A leave of absence without pay is considered a break in employment. Sick leave balances may be brought to the University System from another State agency.

IV. Sick Leave Creditable as a Retirement Benefit

- A. A maximum of 130 sick leave days could be creditable as a retirement benefit as of January 1, 1975. Since that date, there has been no limit on accumulation of sick leave. For individuals employed in former Board of Regents institutions, there may be additional sick leave in reserve, which cannot be credited toward retirement.
- B. A faculty member who is receiving Maryland State Retirement System benefits does not accrue sick leave creditable as a retirement benefit. Faculty members who are members of the optional retirement plan provided through TIAA do not accrue sick leave creditable as a retirement benefit subsequent to the date of enrollment in the TIAA plan. Faculty members who receive approval for exemption from positive time reporting, as described in section IV.A below, do not accrue sick leave creditable as a retirement benefit.
- C. For faculty members enrolled in the Maryland State retirement and pension systems, at the time of retirement unused creditable sick leave is applied toward the individual's retirement service credit. There will be no cash payment for accumulated sick leave at the termination of employment, nor may unused sick leave be used for early retirement. In the case of an individual who resigns after at least five years of employment, and who leaves contributions with the Maryland State retirement system, any unused creditable sick leave will be "vested"—that is, it will be credited toward retirement benefits when the employee begins to draw benefits.

V. Reporting

- A. Each faculty member, regardless of the source of funding or retirement system in which they are enrolled, who is employed at least 50 percent time, must complete monthly positive time reports and sign the fiscal year summary record unless an exemption has been requested by the individual and approved by the President. When an exemption is approved, the faculty member thereby waives all claims from that date forward to credit any unused sick leave toward retirement benefits. With the approval of the President, the faculty member may revoke his or her exemption, and unused sick leave earned from the time of revocation forward will be credited toward retirement.
- B. Each institution shall establish procedures for positive time reporting by faculty. The institution shall retain monthly time reports for each individual for five years, and shall retain summary records of these reports until the individual leaves employment.

VI. Accident Leave

- A. A faculty member who, in the actual performance of his or her duties, sustains an accidental personal injury that is otherwise compensable under the Maryland Worker's Compensation Law, shall be granted accident leave with full pay if, after medical examination, a physician certifies that the injury or accident disables the employee. Accident leave is available only to those who are eligible for sick leave.

- B. Accident leave shall be granted from the date of the job-related injury until a physician certifies that the individual is healed and is physically able to return to work. The period of accident leave must be supported by a valid physician's certificate. In no event may accident leave be extended beyond one year from the date the accidental personal injury occurred.
- C. Accident leave is not sick leave. An employee on accident leave status will continue to earn sick leave and annual leave credits. Holiday leave will be reported for scheduled holidays occurring during the period of accident leave.
- D. After the injured employee has used all available accident leave and does not elect to receive temporary total benefits, they may use other leave with pay, including sick leave, annual leave, compensatory leave, and holiday leave. If, after using all leave with pay, the individual does not elect to receive temporary total benefits, they may request the President to extend sick leave. After the use of all possible leave with pay, the individual shall be placed on leave of absence without pay.
- E. The injured employee shall not receive temporary total benefits under Worker's Compensation while receiving accident leave with full pay and shall not be paid any other leave benefits while on accident leave.
- F. Each institution shall establish procedures in accord with the System personnel policies and the Worker's Compensation law with regard to the: employee's notice of injury; physician's certification; responsible administrator's report; employee's claim; required medical examinations; granting of leave; and notification of the State Accident Fund.

UMES PROCEDURES FOR SICK LEAVE AND POSITIVE TIME REPORTING BY FACULTY MEMBERS

I. Accrual of Creditable Sick Leave

All faculty members at UMES accrue sick leave under the guidelines set forth in Board of Regents Policy II-2.30 Section III.A. and the policies listed below.

- A. Sick leave is accrued by faculty at the rate of 1.25 work days per month at full salary.
- B. Academic year faculty teaching summer school accrue one work day per summer session at full salary.
- C. Part-time faculty members employed at least 50% time earn sick leave proportionate to their employment.
- D. Sick leave benefits are earned while faculty members are on sabbatical leave, but not while on leave without pay.
- E. A retired faculty member cannot earn creditable sick leave.
- F. Upon depletion of accrued sick leave, an individual will be removed from salaried status, except in unusual circumstances recommended by the President.
- G. There will be no compensation for creditable sick leave at the termination of employment. Creditable accumulated sick leave will be applied toward retirement service credits as provided by State law.

II. Time Reporting

- A. All faculty members, regardless of the source of funding or retirement system, who are employed 50 percent time or more, must complete monthly reports and sign the file record unless a waiver has been approved by the Chancellor. The form to be completed is FACULTY REPORT – FORM VII.
- B. Reports for May and June and the file record, for faculty members not employed during the summer, must be completed prior to departure from the Campus.

- C. At the end of each monthly reporting period the reports are to be submitted to the faculty member's supervisor for the review and approval. There will be only one record for each faculty member. If a faculty member has more than one supervisor, each must sign the report and record. The offices involved will determine which will keep the record. If a supervisor does not believe a report is accurate, the matter should be discussed with the faculty member. If there continues to be disagreement, the reasons should be noted, and the file forwarded to the person to whom the supervisor reports for discussion and decision.
- D. Corrections on records or files require a written explanation and documentation.
- E. Auditors require payroll documentation to be in Payroll Office. Faculty Time Forms are to be maintained in Department of Human Resource Management, until disposed of in accordance with the Policy on Record Retention.
- F. The number of days to be worked shall be established each fiscal year by the President. Each faculty member must show the appropriate number of days, as accounted for by work days (Code D on Form VII) or authorized paid leave.
- G. Work Day-Code (D) Defined
 - A day during which faculty member has spent a substantial part of the day performing required duties.
 - Consulting, if within UMES Guidelines, may be recorded as a Code D.
 - A Saturday or Sunday may be reported as a workday, to offset by a weekend (Code X) on a weekday.
 - A faculty member must meet the contractual requirement by working at least the minimum required work days. Excess work days may be recorded, but faculty members cannot be compensated for excess work days.
 - Work day totals will be computed on a contract-year basis.
 - A religious holiday observed by a faculty member should be entered as a Code X, and offset by a Code D on another day.

III. Time-Keeping Records for Academic Administrators

Faculty administering academic programs shall use the Academic Administrator/Associate Staff Time Keeping Record for maintaining a time keeping record.

- A. The following titles are considered to be Academic Administrators:
 - President
 - Provost and Vice President
 - Chief of Staff
 - Vice Provost
 - Assistant to the Provost and Vice President
 - Dean
 - Associate Dean
 - Assistant Dean
 - Academic Department Chairperson
 - Director
 - Program Director
- B. Each Academic Administrator who is eligible to earn leave must complete the Academic Administrator/Associate Staff Time Keeping Record on a biweekly basis. The form should be submitted to the person to whom the Academic Administrator reports for approval and transmission to the Payroll Office.
- C. The forms are maintained in the Department of Human Resource Management until disposed of in accordance with the Policy on Record Retention.

IV. Exemption to Positive Time-Keeping Records

A faculty member may request an exemption to positive time-keeping records. The request must be in writing, to the President, and contain the reason for the request. If the request is approved, the faculty member waives all claims, from that day forward, to credit any unused sick leave toward retirement benefits. With the approval of the President, the waiver may be revoked and unused sick leave credited toward retirement from that time forward.

UMES POLICIES AND PROCEDURES CONCERNING ACCIDENT LEAVE FOR FACULTY

(Approved by the President January 1, 1992)

Policy

UMES follows the Board of Regents Policy II-2.30 and state law concerning compensation for injuries sustained by faculty in performance of their duties. Employees should follow the procedures outlined below to ensure compensation. Accident Leave shall not be available for faculty until Collegial Leave, where applicable, has been exhausted.

V. Definitions

- A. Worker's Insurance Fund. A State-run insurance agency which covers claims for work related illness and agency which covers claims for work related illness and injury.
- B. Worker's Compensation Commission. A State arbitration board whose function is to ensure that workers are treated fairly in the event of job-related injury or illness.
- C. Accident Leave. Leave with pay granted to employees who have been appointed on a permanent basis, who suffer job-related illness or injury while in the actual performance of their duties, and who are otherwise eligible for leave.

VI. Procedures

- A. All accidents or injuries sustained on the job should be reported immediately to the individual's supervisor.
- B. The supervisor is responsible for completing the "FIRST REPORT OF INJURY" form which must be forwarded to the Director of Human Resources. This is necessary to receive compensation.
- C. First aid may be sought through the Charles R. Drew Health Center. Follow-up treatment should be sought through a private physician.
- D. The Office of Human Resources, in conjunction with the employees department, makes the initial determination of the applicability of accident leave, and will notify the Worker's Insurance Fund with the filing of the "FIRST REPORT OF INJURY" form. The Worker's Insurance Fund will review the award of accident leave. The Worker's Insurance Fund will review the award of accident leave. The final decision will be made within 30 days of receipt of the "FIRST REPORT OF INJURY."
- E. An employee who is denied accident leave may appeal the decision to the Workers Compensation Commission.
- F. Continued medical documentation of inability to work must be provided to the department by any employee granted accident leave, in the form of an Injury/Illness Certificate, completed by the attending physician. The first Certificate should be presented within three days of the injury. Subsequent certification may be requested by the department every two weeks thereafter, unless waived by the department.
- G. Leave without pay shall be given for any periods for which a certificate is not provided when requested.

- H. The Director of Human Resources may require that the medical certificate include a diagnosis and/or a prognosis of the disability. UMES reserves the right to require a physical examination by a University- named physician.
- I. If the employee refuses the UMES examination, accident leave may be terminated.
- J. If, after all available accident leave has been used, the employee does not choose to receive temporary total benefits, other forms of leave with pay may be used. After all possible leave with pay has been used, the employee shall be placed on leave without pay.
- K. A request for Extension Leave or Advanced Leave may be made in writing to the Director of Human Resources in accordance with the policies governing Extended Leave and Advanced Leave.

UMES POLICY AND PROCEDURES CONCERNING ADOPTION LEAVE FOR FACULTY

(Approved by the President January 1, 1992)

I. Policy

All University System of Maryland employees who are eligible to earn sick leave may use earned sick leave up to a maximum of thirty (30) days as adoption leave subject to the following provisions:

- A. Adoption leave is available only in cases of formal adoption; it is not available in any other case including but not limited to legal guardianship or foster care.
- B. Approved adoption leave shall commence on the actual date of custody of the child without regard to the date of legal adoption.
- C. Adoption leave may be authorized only for employees with primary responsibility for the care of the adoptee. In the event that both adoptive parents are State employees, adoptive leave shall be available to only one parent.
- D. As adoption is a planned event, employees planning to request adoption leave must advise their department heads in advance to minimize the effect of the absence.
- E. An employee shall be permitted one period of adoption leave for each instance of adoption. The adoption of more than one individual at any given time shall be treated as a single instance of adoption.

II. Procedures

A. Request for Leave

- 1. A request for adoption leave must be in writing to the department head and include:
 - a. anticipated beginning and ending dates;
 - b. a statement that the employee has primary responsibility for the care of the adoptee; and
 - c. documentation of the adoption.
- 2. The department head shall recommend approval or disapproval of the request.
- 3. The request is forwarded to the Vice President for Academic Affairs for recommendation to the President. The decision of the President shall be final.

USM POLICY ON FAMILY AND MEDICAL LEAVE FOR FACULTY

<https://www.usmd.edu/regents/bylaws/SectionII/II231.pdf>

USM POLICY ON ANNUAL LEAVE FOR FACULTY

<https://www.usmd.edu/regents/bylaws/SectionII/II240.pdf>

USM POLICY ON JURY SERVICE FOR FACULTY MEMBERS

<https://www.usmd.edu/regents/bylaws/SectionII/II250.html>

USM POLICY ON SICK LEAVE FOR NONEXEMPT AND EXEMPT STAFF EMPLOYEES

<https://www.usmd.edu/regents/bylaws/SectionVII/VII745.pdf>

UMES POLICY FOR EMPLOYEE PHYSICAL EXAMINATIONS

(Approved by the President January 1, 1992)

I. Policy

A physical examination may be required before the start of employment or, at the latest, prior to the end of the applicable probationary period, for any newly hired employee. A pre-placement examination is to measure the medical fitness of individuals to perform their duties without hazard to themselves or others, and to establish a record of the condition of the individual at the time of hiring. The examination shall be at the expense of the employee.

UMES also reserves the right to require a physical examination of any employee at any time during the course of employment to determine the medical fitness of individuals to continue in the performance of their duties without hazard to themselves or others. These examinations shall be at the expense of UMES.

UMES POLICY FOR MEDICAL CARE FOR STAFF AND FACULTY

(Approved by the President January 1, 1992)

I. Policy

- A. Employees may be referred for treatment to the Campus Health Center with work-related injuries or illnesses, but are seen only on an emergency basis. It is expected that they will then be referred to their personal physicians.
- B. Employees who are ill but whose symptoms cannot be related to their occupational activities are seen in the Campus Health Center on an emergency basis only. Required follow-up treatment will be with the employee's personal physician.
- C. Job-related injuries which are covered under Worker's Compensation are handled according to the policy set forth in relation to Accident Leave.

USM POLICY ON TUITION REMISSION AND TUITION REIMBURSEMENT FOR REGULAR AND RETIRED NONEXEMPT AND EXEMPT STAFF AND FACULTY EMPLOYEES OF THE UNIVERSITY SYSTEM OF MARYLAND

<https://www.usmd.edu/regents/bylaws/SectionVII/VII410.pdf>

UMES POLICY AND PROCEDURES CONCERNING TUITION REMISSION FOR FACULTY AND STAFF

I. Policy

UMES encourages and supports University faculty, staff, and retirees, both on the Eastern Shore Campus and within the University System of Maryland, to make use of the opportunity to enroll in academic courses at UMES. Tuition remission is available to those choosing to do so in accordance with the Board of Regent's Policy VII-4.10, University System of Maryland Policy on Tuition Remission for Faculty and Staff, and the following guidelines and procedures.

II. Entitlement

Permanent faculty and permanent staff from all institutions within the University of Maryland System, including retirees from permanent positions, are entitled to tuition remission benefits at UMES.

III. Definitions

- A. Permanent faculty or staff shall mean a person who occupies a position within the University System of Maryland through approved budgetary and appointment procedures with the intent that such appointment is for a duration of at least six months.
- B. University of Maryland Retiree shall mean a person who has previously held a permanent position within the University System of Maryland, and is receiving State of Maryland retirement checks and/or TIAA-CREF retirement checks. Retirees must have earned at least five years of University System of Maryland service credit.

IV. Guidelines

- A. Admissibility to a course at UMES shall be subject to an individual's admissibility to UMES based upon normal admission standards. All course prerequisites must be fulfilled.

- B. Audit courses and non-credit courses shall be assigned the equivalent number of hours in determining the number of hours which may be carried, and the number of hours for which fees may be remitted.
- C. In order to ensure the operations of UMES, enrollment in daytime credit courses by active University System of Maryland employees is subject to the consent of the appropriate director or department chairperson and approval of the Vice President of the appropriate division.
- D. Employees from other University System of Maryland institutions shall be given the same opportunity for enrollment in courses on the Eastern Shore Campus under the tuition remission policy as their counterparts at UMES.
- E. Questions concerning an individual's status at another campus for purposes of tuition remission shall be directed to the appropriate campus's Department of Personnel by the UMES Department of Human Resources.
- F. The maximum number of hours of tuition remission available at UMES shall be determined by the Administration each semester, based on budget constraints.

V. Credit Hour Remission Entitlement

- A. Full-time faculty, full-time staff and retirees from full-time positions shall be permitted to register for no more than two courses, not to exceed seven credits per semester with remission of tuition.
- B. Permanent part-time faculty and staff employed at least fifty percent of the time in the University System of Maryland or retirees from such positions are permitted remission for credits proportional to their percentage of service.
- C. Faculty, staff, and retirees are responsible for the payment of registration fees.
- D. Graduate Assistants are permitted to register for not more than ten credits per semester with remission of tuition.
- E. Graduate Fellows are permitted to register for not more than fifteen credits per semester with remission of tuition.
- F. Graduate Assistants and Graduate Fellows must pay all mandatory fees.
- G. Full-time faculty, staff and retirees are permitted to register for three credits per summer session with remission of tuition. Graduate Assistants are permitted to register for four credits per summer session with tuition remission.

VI. Procedure for Requesting Tuition Remission

All active faculty and staff (including Graduate Assistants) must use the **University System of Maryland (USM) Tuition Remission Application Portal** to apply for tuition remission at all USM institutions (except as noted). Paper forms will not be accepted for processing at the USM institutions excepted as noted below. Request for tuition remission must be submitted online at <https://www.usmd.edu/tuition-remission/>.

The tuition remission application portal is a user-friendly, web-based tool allowing tuition remission requests to be processed more efficiently. The tuition remission application portal must be used for tuition remission for the employee, eligible spouses, and dependents. Retirees of the USM must submit paper tuition remission forms for processing.

Morgan State University, Baltimore City Community College, and St. Mary's College of Maryland are not included in the USM Tuition Remission Application Portal at this time; therefore, an applicant must complete a paper tuition remission form to attend these institutions.

The USM Tuition Remission Application Portal may be accessed at <https://www.usmd.edu/tuition-remission>. Please follow the prompts as displayed on each page. The verification screen will require applicants to enter their username and password in the same manner as if logging onto the UMES computer system.

Each employee/graduate assistant applying for tuition remission must have a UMES logon and password as well as a current employment appointment in order to access the USM Tuition Remission Application Portal. If a Graduate Assistant appointment expires, no access will be granted to the portal until the employment status is active.

UMES POLICY CONCERNING THE FUNDING OF MEMBERSHIPS IN PROFESSIONAL AND ACADEMIC ASSOCIATIONS

(Approved by the President January 1, 1992)

It is the policy of UMES to encourage institutional/departmental memberships in professional and academic organizations where funds are available. Memberships shall be vested in the institution, not in an individual member of the faculty, staff or administration. Memberships shall remain with the University, with the University having the option of changing its designated association representative(s).

Individual memberships, i.e., those vested in the individual and not transferable when the individual leaves the institution, are not generally funded by the University. Exceptions to this policy must be approved by the Vice President for Administrative Affairs, and should be granted under the following circumstances:

- A. In cases where the association, by definition of its bylaws does not have institutional or group memberships, and it is deemed to be in the best interest of the University to be represented.
- B. In cases where an association offers both institutional and individual memberships and the difference in cost between individual memberships and the difference in cost between individual and institutional membership is large enough to warrant representation of the University through an individual membership, and it is deemed to be in the best interest of the University to be represented.

USM POLICY ON TUITION REMISSION FOR SPOUSES AND DEPENDENT CHILDREN OF USM EMPLOYEES AND RETIREES

<https://www.usmd.edu/regents/bylaws/SectionVII/VII420.pdf>

USM POLICY ON PAYMENT OF MOVING EXPENSES

<https://www.usmd.edu/regents/bylaws/SectionVIII/VIII1600.pdf>

UMES POLICY ON FACULTY RETRENCHMENT

POLICY ON FACULTY RETRENCHMENT

(Approved by the Board of Regents, November 29, 1990)

In fulfilling their educational roles and missions, the constituent institutions of the University of Maryland System must make optimal use of their faculty resources. Optimum utilization may call for a reduction in or a reallocation of faculty at various times and for various reasons; e.g. shifting enrollment patterns, changing program directions, restricted funding. If reassignment and/or reallocation is inadequate to effect such changes, an institution may find it necessary to terminate the appointment of tenure-track or tenured faculty members.

In order to insure the protection of rights of the faculty members, each institution will develop internal retrenchment procedures consistent with that institution's governance structure and with Sections I.C.9, I.C.10, I.C.13 and I.C.17 of the 1989 University System Policy on Appointment, Rank and Tenure of Faculty and corresponding sections of earlier faculty appointment agreements still in effect. As a part of those procedures, each institution will establish a retrenchment appeals committee. Following review for form and legal sufficiency by the Office of the Attorney General, these procedures must be submitted to the Chancellor for review and approval.

Replacement for BOT Appendix N, BOR III-2.16.7

UMES POLICY ON FACULTY RETRENCHMENT

I. POLICY

UMES, in order to fulfill its' educational role and mission, must have the ability to make optimal use of its faculty resources. At times this may mean the reduction in or reallocation of faculty. It is the policy of UMES to avoid termination of employment of tenured and tenure-track faculty members whenever possible by such measures as leaving unfilled positions vacated, retraining, reduction of part-time and temporary faculty, transfer of faculty to other departments, and the encouragement of early retirement. The following procedures pertain to the termination of employment of tenured or tenure track faculty members due to a reduction or discontinuance of an academic program or department, reallocation or resources as a result of changing educational priorities, lack of funds, or requirements of legislative or other mandate. These procedures are consistent with Sections I.C.9, I.C.10, I.C.13, and I.C.17 of the University System Policy on Appointment, Rank and Tenure of Faculty.

II. Retrenchment Procedures

- A. The President shall make the final determination within the institution concerning the need for faculty retrenchment.
- B. Prior to any faculty retrenchment, the President shall appoint an Ad-Hoc Retrenchment Plan Committee. The committee members shall be the Vice Presidents for Academic Affairs and Administrative Affairs and three tenured faculty members. The committee shall develop a plan for retrenchment, taking into accounting the following factors:
 - 1. UMES' programmatic needs.
 - 2. UMES' budgetary needs.
 - 3. The requirements of the students.
 - 4. The impact of any proposed action on the faculty.

All reasonable alternatives should be explored, along with the short term and long term consequences of each.

- C. The Committee shall submit the retrenchment plan to the President for approval at least three months prior to the implementation date.

All options considered by the Committee, and the expected consequences of each shall be presented, along with the Committee's recommendation.
- D. The President may approve the Plan as submitted, approve the Plan with modifications or reject the Plan and substitute his/her own Plan.
- E. Upon approval of the plan by the President, any faculty member whose employment is to be terminated shall be notified by registered mail. The date of termination shall be specified in the letter. In addition, the procedures for appeal to the retrenchment appeals committee should be given.

III. Notice Periods

- A. Faculty on temporary contracts and non-tenured faculty shall be given at least three months prior to the termination date.
- B. Tenured faculty members shall be given notice at least one year prior to the termination date in accordance with the University System Policy on Appointment, Rank, and Tenure of Faculty, I.C.9.

IV. Order of Termination

The Order of termination shall be as follows:

- A. Faculty members on temporary contracts except in areas critical to the academic program.
- B. Non-tenured faculty members on probationary appointments. Seniority may, but need not be, the determining factor. Other factors which should be considered are: the UMES mission, the current program needs, and current affirmative action goals.
- C. Tenured faculty members. Seniority may, but need not be the determining factor. Other factors which should be considered are: the UMES mission, the current program needs, and current affirmative action goals.
- D. Notwithstanding any other provisions of this policy, non-tenured and temporary faculty will be retained during retrenchment period in preference to tenured faculty members when the University Administration determines that a failure to do so would result in a serious distortion in the academic program.

V. Appeals Process

A. Retrenchment Appeals Committee:

A Retrenchment Appeals Committee consisting of the Vice President for Academic Affairs and four tenured faculty members (not on the Retrenchment Plan Committee) shall be appointed by the President at the beginning of each academic year. This Committee shall be available to consider the appeal of any faculty member terminated under a retrenchment plan.

B. Filing an Appeal

A Faculty member whose employment is to be terminated may file an appeal with the President within 20 calendar days of receipt of notification. The appeal must be in writing and set forth grounds for the appeal.

The filing of an appeal shall not alter the effective date of termination unless the final decision of the President is to revoke the notice of termination.

C. Grounds for Appeal

The only grounds for an appeal of termination under a retrenchment plan are:

- 1. A perceived incorrect determination of tenure status.
- 2. Alleged insufficient notice under Section III of this policy.

D. Burden of Proof

The faculty member shall bear the burden of proving one of the issues eligible for appeal.

E. Final Decision Process

The Retrenchment Appeals Committee shall make a recommendation to the President within 15 days of receiving an appeal.

The President shall make a final determination based on the recommendations of the Committee. The faculty member making the appeal shall be notified in writing of the final decision within 15 days of receipt of the recommendation by the President.

(A) Criteria for President's Teacher-Scholar

The President's Awards for Teacher-Scholar are awarded during the Annual Honors Convocation. Following are criteria for each award:

The category of Teacher-Scholar includes those attributes that contribute to the making of an environment in which consummate skills of teaching are in evidence. Planning, management, instruction, knowledge base, enthusiasm, interest and scholarship are essential to the process. An intellectual climate that stimulates, but does not frustrate students is required.

Collegial recognition of excellence and quality performance in the classroom must also be evidenced.

1. Manages classroom and instructional environment
2. Uses innovative instructional techniques
3. Possesses comprehensive, broad knowledge of subject matter; uses wide examples of content related activities
4. Advises effectively
5. Is available to students
6. Exhibits demonstrated interest in student achievement
7. Incorporates enrichment activities
8. Is viewed as an instructional leader by colleagues
9. Shares interest and enthusiasm about content
10. Shares resource materials with students and other faculty
11. Evaluates students progress fairly and appropriately
12. Is a continuous learner
13. Assesses personal effectiveness in the classroom
14. Meets classes regularly and on time
15. Formulates and uses plans effectively
16. Varies instructional pace
17. Employs appropriate levels of questioning

(B) Criteria for President's Research-Scholar

The category of Research Scholars includes skills to plan, review, improve and publish the results of one's research. Subject knowledge, evaluation of data, ability to improvise and to do critical thinking are important. Enthusiasm and scholarship, along with the ability to motivate research assistants, technicians and others, are characteristics inherent in research Scholars.

Results published in refereed journals, prominent exhibits of art work and/or distinguished performances may be evidence of the success of such scholars. Amount and kind of funded research generated should also be documented.

1. Publishes research studies refereed journals and in experimental bulletins.
2. Maintains effective interaction with students, regarding his/her research interests, thus stimulating students to achieve.
3. Makes research presentations at professional meetings.
4. Holds membership and participates in activities of national professional research organizations.
5. Introduces courses into the curriculum as a result of research conducted.
6. Provides community service as a result of research conducted.
7. Receives positive evaluation of research by colleagues.
8. Develops research focus of significance to the mission of the University, state and nation.
9. Cooperates with administrators and faculty to foster a scholarly, research based academic atmosphere on campus.

10. Is willing to share research information, ideas and resources with colleagues and the academic community.
11. Collaborates with other researchers in the area of specialization.
12. Applies for and receives copyrights and patents, as a result of conducted research.
13. Serves on editorial boards.

(C) Criteria for President's Community Service Provider

The category of Community Services includes service to non-academic community organizations and government agencies outside the University, contributing the individual's professional backgrounds and skills to government and community concerns, and advancing the ability of the University to relate teaching and research activities to community concerns.

1. Consults for government agencies or community groups.
2. Develops community programs and or activities.
3. Participates in, supports or coordinates community research and/or community activities.
4. Conducts seminars, staff or faculty workshops for government or community organizations.
5. Prepares and/or assists in the preparation of reports, research papers, planning guides for groups.
6. Supervises class projects that provide assistance to community groups or governmental departments.
7. Organizes and conducts workshops, conferences and clinics on community issues.
8. Serves on community advisory or planning committees.
9. Supervises student research for government departments or community groups.
10. Makes presentations on radio and/or television as discussion leader or as a member of a group.
11. Writes articles in government and community publications.
12. Provides information sources for agencies and groups.
13. Sponsors/advises campus outreach activities.