

UNIVERSITY OF MARYLAND EASTERN SHORE FACULTY HANDBOOK

This comprehensive update ensures that the handbook reflects current institutional policies and best practices, while also incorporating a critical provision for its continuous and ongoing review. This provision underscores UMES's commitment to maintaining a dynamic and responsive document that evolves in alignment with the needs of the faculty, the university, and the broader academic community. Regular review and revision will enable the Faculty Handbook to remain a relevant and authoritative resource, guiding faculty in upholding the highest standards of academic and professional conduct.

SECTION I – THE UNIVERSITY AND ITS STRUCTURE

I. Historical Overview

The University of Maryland Eastern Shore (UMES), the state's 1890 land-grant institution, was founded in 1886 as the Delaware Conference Academy under the aegis of the Centenary Biblical Institute. Its mission included preparing African-Americans for careers in the clergy and teaching. Shortly after the opening, the University began concentrating its courses in agriculture, mechanical arts (industrial education) and home economics, three areas that remain the nucleus for the University's offerings.

Since its founding, the University has grown steadily, despite social and political challenges that brought several name changes and signaling the need for unwavering State support and the endorsement of a unique mission. The name changed from *Delaware Conference Academy* to *Industrial Branch of Morgan State College* to *Princess Anne Academy*, all the while remaining under the control of the Methodist Church. In 1919, the State of Maryland, operating a land-grant program at the Maryland Agricultural College at College Park to which African-Americans were not admitted, assumed control of *Princess Anne Academy* to offer a land-grant program to African-Americans.

The institution was subsequently renamed the *Eastern Shore Branch of the Maryland Agricultural College*. In 1926 the Branch became fully owned and operated by the State, and the University of Maryland was designated the Administrative agency.

In 1948 the Eastern Shore Branch became *Maryland State College*, with the designation as a division of the *University of Maryland*. The institution was renamed the University of Maryland Eastern Shore in 1970.

Just as the University established a reputation in academics and athletics during its first half century, in the second half it enjoyed unprecedented growth and expansion among its curricula and enrollment, thanks to the master planning efforts of its then-current *UMES* president and the *University System of Maryland* president. The University confers XX Bachelor's degrees in over XX disciplines, XX Master's Degrees, and two post-baccalaureate certificates. The University achieved its Carnegie Research II Status (high research activity) in 20xx, offering doctoral degrees in XX disciplines.

II. Mission and Objectives of UMES

The *University of Maryland Eastern Shore (UMES)*, the State's Historically Black 1890 Land-Grant Institution, has its purpose and uniqueness grounded in distinctive learning, discovery, and engagement opportunities in the Arts and

Sciences, Education, Data Science and Computer Technology, Engineering, Agriculture, Business, and a variety of health professions. The institution maintains a legacy of an Historically Black Institution which emphasizes a commitment to equal educational opportunity for all students.

UMES provides individuals, including first generation college students, access to a holistic learning environment that fosters multicultural diversity, academic success, and intellectual and social growth.

UMES prepares graduates to address challenges in a global knowledge-based economy, while maintaining its commitment to meeting the workforce and economic development needs of the Eastern Shore and the State of Maryland, as well as national and international needs.

UMES operates as a University with the three major functions of instruction, research and service. UMES strives to provide quality higher education in the liberal arts and sciences and selected career fields and to provide appropriate research and public service programs to the state and the region that it serves.

THE UNIVERSITY SYSTEM OF MARYLAND (USM)

I. System Organization

On July 1, 1988, the State created a new *University System of Maryland*. This System was formed from the campuses and research service units formerly governed by the Board of Regents of the University of Maryland and from the six State universities and colleges previously governed by the Board of Trustees of the State Universities and Colleges. The new System is governed by the Board of Regents of the University System of Maryland and serves the State and nation through education, research and service. The University System of Maryland comprises eleven campuses at key locations throughout the state, which include fifteen professional schools, a hospital the Maryland Cooperative Extension, Agricultural Experiment Stations with experimental farms and numerous specialized bureaus, centers, clinics, institutes and advisory organizations.

The vision of the University System of Maryland is that it will become a family of distinctive and complementary institutions dictated to nurturing minds, advancing knowledge, elevating the human spirit, and applying its talents to the needs of the citizens of Maryland with professional integrity and elegant simplicity. In doing so, the University System of Maryland aims to achieve and sustain national eminence, and become a model for American higher education and a source of pride for Marylanders.

II. Mission and Vision of the University System of Maryland

The mission of the University System of Maryland is to improve the quality of life for the people of Maryland by providing a comprehensive range of high quality, accessible, and affordable educational opportunities; engaging in research and scholarship that expand the boundaries of current knowledge; and providing knowledge-based programs and services that are responsive to the needs of the citizens of the state and the nation.

USM fulfills its mission through the effective and efficient management of its resources and the focused missions and activities of each of its component institutions.

The vision of USM is to be a preeminent system of public higher education, admired around the world for its leadership in promoting and supporting education at all levels, fostering the discovery and dissemination of knowledge for the benefit of the state and nation, and instilling in all members of its community a respect for learning, diversity, and service to others.

The University System of Maryland places emphasis on undergraduate, graduate and professional education, and encompasses a full range of professional schools. Its graduate education and research programs respond to both state and national needs.

The University System of Maryland is made up of the following components:

- Bowie State University
- Coppin State University
- Frostburg State University
- Maryland Cooperative Extension
- Salisbury University
- Towson University
- University of Baltimore
- University of Maryland Baltimore
- University of Maryland Baltimore County
- University of Maryland Biotechnology Institute
- University of Maryland Center for Environmental Science
- University of Maryland College Park
- University of Maryland Eastern Shore
- University of Maryland Global Campus
- USM Shady Grove Education Center, Montgomery County
- USM Hagerstown
- USM Southern Maryland

III. Governance of the University

A sixteen-member Board of Regents, appointed by the Governor, governs the University with the administration vested in the Chancellor. The Chancellor serves as the Executive Officer of the Board of Regents. The Chancellor and his/her staff constitute the University System (USM) administration with offices located at the Wilson Elkins Administration Building, Adelphi, Maryland.

The Presidents of each USM University are charged with administrative responsibility for each campus or subdivision.

IV. Board of Regents

The University System of Maryland (USM) is the state's public higher education system. USM's 12 institutions, 4 regional higher education centers, and system offices work closely together to leverage their collective expertise and resources, share best practices, increase the system's effectiveness and efficiency, and advance USM's mission to improve the quality of life in Maryland.

Benefiting students as well as Maryland and its citizens, USM:

- Offers expansive access to affordable, high-quality educational opportunities.
- Performs groundbreaking research.
- Instills a culture of innovation and entrepreneurship.
- Promotes economic growth and workforce development.
- Provides vital services to communities and individuals.
- Partners with business, governmental, nonprofits, and organizations to improve quality of life.

As a system of higher education, USM creates a dynamic environment that is helping to power Maryland, the nation, and the world forward. USM is a recognized leader in many areas. These include academic and research excellence, innovation, economic and workforce development, and the effective and efficient use of resources.

The Board of Regents has the authority and is responsible by law for the formulation of all policies under which the University operates. The Regents are appointed by the Governor, with Senate approval, for staggered five- year terms.

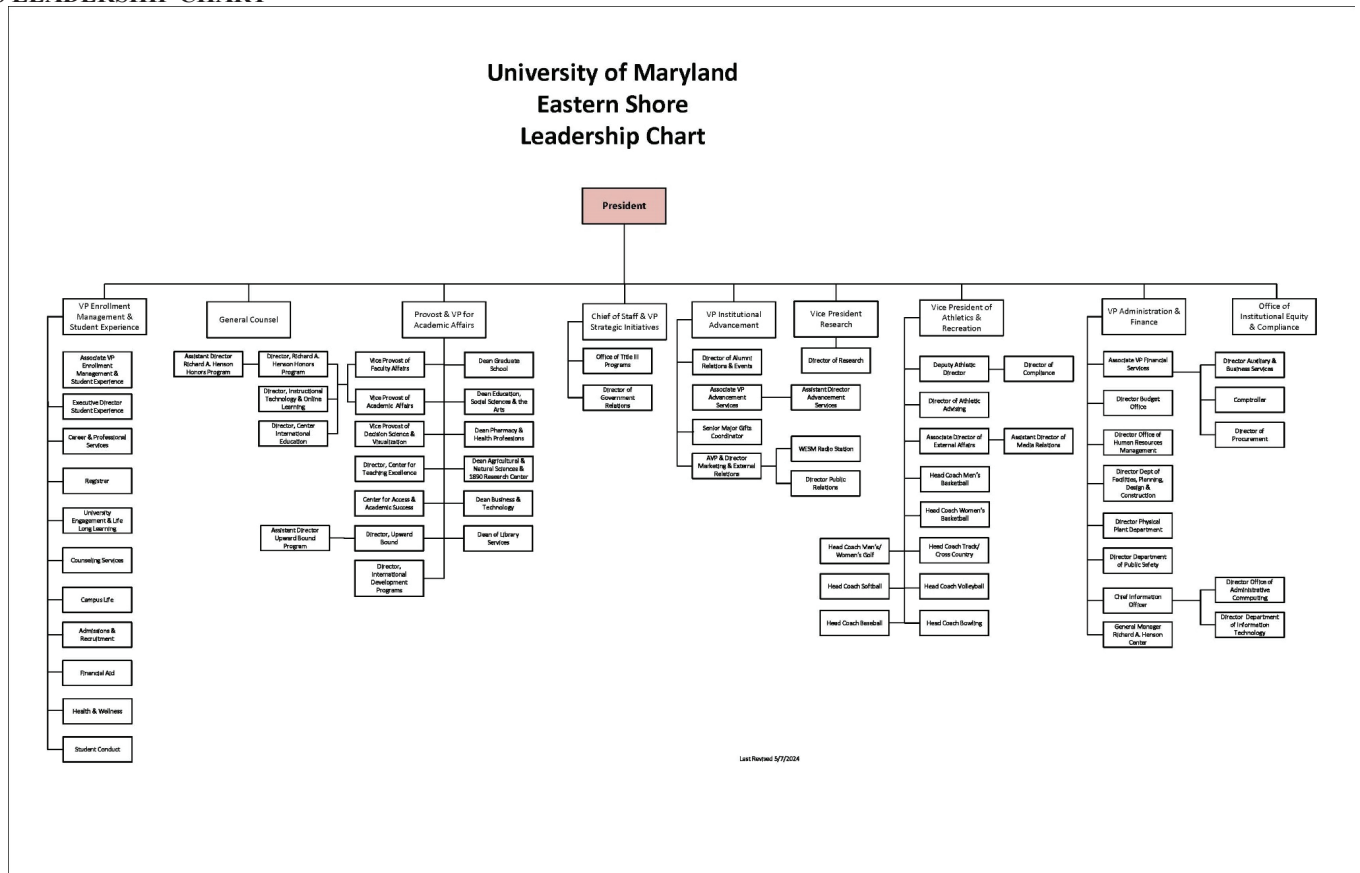
UNIVERISTY OF MARYLAND FACULTY COUNCIL

USM CONSTITUTION OF THE COUNCIL OF UNIVERSITY SYSTEM FACULTY

(Approved by the Board of Regents, February 1, 1989; Amended June 11, 1993; Revised and Amended by CUSF, November 15, 2001; Amended by the Board of Regents, July 10, 2002; Revised and Amended by CUSF, January 18, 2018; Amended by the Board of Regents, April 20, 2018)

[I-2.00-Constitution of the Council of University of System Faculty \(Approved by the Board of Regents, February 1, 1989; Amended](#)

UMES LEADERSHIP CHART



Source: [UMES-Org-Chart-May-2024.pdf](#)

OFFICERS OF UMES

I. President

The President is the Chief Executive Office of UMES. The President is responsible directly to the Chancellor for his/her administration. The President also:

- establishes and staffs an organization for the education of students and for effective management of University programs;
- provides leadership and guidance in the planning, development, implementation and coordination of all University programs in order to achieve the institution's objective of intellectual and academic excellence;
- assures institutional compliance with equal opportunity regulations.
- recommends institutional policies and directs the implementation of those policies after they have been approved by the UMES Senate, the Chancellor and the Board of Regents;
- issues or authorizes all public statements of the University; and
- submits an annual report concerning the overall operation of UMES to the Chancellor for subsequent submission to the Board of Regents.

II. Chief of Staff & Vice President for Strategic Initiatives

The Chief of Staff coordinates planning, policy-making, and management processes at the University. The Chief of Staff monitors matters of operational and strategic importance and develops protocols and technical reports to define procedures and summarize outcomes related to the achievement of the University's mission. The Chief of Staff supervises the strategic planning process, development of the operational plan, and the implementation of goals and objectives of the University. The Chief of Staff prepares proposals for external support and routinely engages in review of all programs and services to ensure institutional accountability.

In the absence of a directive to the contrary, assumes the duties of the President when the latter is absent from campus. The Chief of Staff reports directly to the President.

III. Provost and Vice President for Academic Affairs

The Vice President for Academic Affairs serves in a management position as the chief administrative officer of the academic programs of the University and provides leadership and direction in the University's efforts to achieve and maintain intellectual and academic excellence. Additionally, the Provost:

- supervises the budgeting, allocation and utilization of resources assigned for academic programs to ensure their effectiveness in fulfilling the University's obligations to provide its students with quality education;
- participates in the formulation of institutional policy making in cooperation with academic deans, department chairs, the general faculty and the UMES Senate;
- represents the President and provides academic leadership;
- represents the University on academic matters;
- serves as a channel of communication between the Office of the President and the academic community, including students, faculty, alumni and academic administrators;
- evaluates the work of academic deans, directors and other staff members who report directly to the VPAA;
- serves under the direction and supervision of the President as his principal advisor for academic affairs and faculty matters;
- makes recommendations on faculty related issues in cooperation with academic deans and department chairs, such as but not limited to preparing recommendations to the President with respect to appointments, promotions, tenure, resignations, dismissals, salary increments, and leaves of absence.
- Performs other related duties as assigned by the President.

In the absence of a directive to the contrary, assumes the duties of the President when the latter is absent from campus. The Provost and VPAA reports directly to the President.

IV. Vice President for Administration and Finance

The Vice President for Administration and Finance serves in a management position as the chief administrative officer for the planning, development, utilization and protection of the fiscal and physical resources of the University. Additionally, the Vice President:

- works closely with the President as an advisor on external relations, representing the University at meetings and public functions as directed by the President;
- directs and coordinates legislative relations on the local, state and national level;
- participates in institutional policy making as a member of the President's Executive Council provides leadership and coordination for budgeting and fiscal resources and utilization of facilities;
- develops, implements and evaluates appropriate management information systems;
- works with the President in securing funds and grants from non-state sources and in the administration of federal and private grant programs; and
- serves as the principal office in matters of general administration on financial and business affairs.

The VP for Administration and Finance reports directly to the President.

V. Vice President for Enrollment Management and Student Experience

The Vice President for Enrollment Management and Student Experience serves in a management position as the chief administrative officer for the University's out-of-class programs and activities for the students that support the institution's academic programs. To accomplish this:

- the Vice President directs the planning, development, implementation and coordination of the Counseling Center, Student Health Center, Career Center, Radio Station, Admissions and Recruitment, International Student Affairs, housing programs and student activities for purposes of enhancing the total educational growth of the students under policy guidelines;
- supervises the budgeting, allocation and utilization in resources assigned to these supportive functions;
- serves as the channel of communications-between students and EMSE staff and the Office of the President; and
- participates in institutional policy making as a member of the President's Executive Council and serves in an advisory role on matters pertaining to student housing and out of class activities
- the Vice President is responsible for the coordination of all student services for the benefit of the campus community.

The VP for Enrollment Management and Student Experience reports directly to the President.

VI. Vice President for Institutional Advancement

The Vice President for Institutional Advancement serves in a management position as chief administrative officer in charge of Development, Public Relations, Alumni Affairs and Government Relations. The Vice President:

- serves as legislative liaison for the University and as the President's official representative at appropriate internal and external meetings and events;
- supervises the Office of Public Relations, the Office of Development including University wide special events, and the Office of the Alumni Affairs. The Division of Institutional Advancement serves as legislative liaison for the University and as the President's official representative at appropriate internal and external meetings and events;
- coordinates all University's fundraising campaigns.

The VP for Institutional Advancement reports directly to the President.

VII. Vice President for Research

The Vice President for Research works closely with the Provost and Vice President for Academic Affairs and academic deans to foster research, scholarship, and creative activity across the campus. The Vice President creates an atmosphere for interdisciplinary collaborations and partnerships within the institution, while

strengthening the University's ties with federal, state, foundation, international and industry-funding sources and other research universities. The Vice President inspires faculty to focus on research as a means to enhance the learning environment and research growth.

The Vice President for Research reports directly to the President

VIII. Vice President of Athletics & Recreation

The Vice President of Athletics and Recreation provides strategic leadership for a comprehensive and competitive Division I athletics program. The Vice President also fosters an environment that promotes student engagement, athletic achievement, academic success, overall well-being, and persistence to graduation.

The Vice President of Athletics and Recreation reports directly to the President.

IX. General Counsel

The General Counsel provides guidance for administrators, faculty, and staff members when legal issues arise during the course of University activities or business. The General Counsel also helps university clients fulfill their educational, research, and entrepreneurial missions in accord with the many legal and policy requirements applicable to public research universities.

The General Counsel reports directly to the President

X. Academic Deans

The academic programs, academic support units and research units are grouped into six Schools headed by Deans, who report to the Provost and Vice President for Academic Affairs. These entities, the School of Veterinary Sciences, the School of Agricultural and Natural Sciences, the School of Education, Social Sciences, and the Arts, the School of Business and Technology, the School of Pharmacy and Health Professions, and the School of Graduate Studies house academic departments, academic support units and research units assigned to a School structure, as applicable. The deans provide academic leadership for department chairs, faculty, staff and students within the School.

The deans provide overall leadership and management for all matters within the School.

Some of the responsibilities of the deans include but are not limited to:

- planning, implementing and evaluating programs of instruction, research and service in the School;
- management and oversight of all budgetary matters in the School;
- overseeing and supporting development of the faculty, including hiring, retention, tenure and promotion;
- setting program priorities consistent with the mission of the University;
- maintaining the school records as appropriate;
- evaluating the quality and output of the School and its departments and support offices, as applicable as well as evaluating the performance of those who report directly to him/her;
- maintaining effective communications with faculty, staff and students within the School and with administration and personnel of other units of the campus;
- monitoring the activities of the School for adherence to policies and procedures;
- representing the respective Schools to a wide range of academic, professional and public constituencies, including alumni, parents, legislators, government agencies, and foundations;
- acting as facilitators to identify, discuss and resolve issues and problems within the School.
- Provides oversight and management of the school's physical resources including facilities etc.
- Supports the school's efforts to mobilize resources including grantsmanship, advocacy etc. with public and private sector entities as appropriate.

To this end the Academic Dean:

- Provides leadership, support and coordination of the institutional strategic planning process including the development of assessment of student and institutional outcomes.
- Performs statistical and analytical work associated with the collection, review, analysis, distribution and presentation of information;

- Develops and disseminates analytical data related to the academic and administrative programs and services, data supportive of accreditation activities, and enrollment trends;
- Responds to routinely requested reports and data internally as well as requests from the state and national agencies.
- Provides assistance in the analysis and interpretation of academic and administrative data in support of decision-making policy formation.

XI. Graduate Dean

The Graduate Dean is responsible for oversight of all graduate degree programs and provides the leadership for and promotion of graduate education in unison with the faculty and academic departments. The Graduate Dean:

- processes graduate admissions, assists with graduate registration and course scheduling processes, monitors graduate student progress to degree and degree completion and certifies awarding of graduate degrees;
- maintains standards and quality set by the faculty for graduate programs and graduate education;
- assists with the planning, implementation and evaluating of programs of graduate instruction and the graduate student research experience;
- administers graduate assistantships, fellowships, grants and graduate student funding support;
- handles the personnel, budget and space needs of the School of Graduate Studies;
- oversees the Office of Continuing Education and Elderhostel and Continuing education programs;
- interacts with campus office and student service units to facilitate services for and resolution of problems and needs of graduate students.

XII. Director of Library Services

The Director of Library Services is responsible for overall library administration including planning, budgeting, staffing, public relations and facilities management. The Director of Library Services is responsible for the following:

- coordinates library activities with academic programs in the various schools;
- plans and establishes overall goals, priorities and policies for development of collections, public and technical services, media services and physical facilities;
- assumes general responsibility for recruiting and supervising professional and staff personnel;
- administers policies and affirmative action plans;
- serves as representative to the Council of Library Directors' of the USM, CALD (Congress of Academic Library Directors), 1890 Library Deans and Directors Association and other professional associations;
- develops programs with other agencies at the state, regional and national level.

The Director reports directly to the Vice President for Academic Affairs.

XIII. Department Chair

The Department Chair plays a pivotal role in managing the department or program, functioning in both administrative and faculty capacities. They report to the academic deans and is responsible for:

Leadership and Representation:

- Representing the interests of the department to the Dean and administration, and vice versa.
- Collaborating with peers and actively engaging with students to ensure effective advising and support.
- Providing leadership and guidance, shaped by factors like program size, level, and accreditation requirements.

Faculty and Staff Management:

- Faculty and staff members report to the Chair and are responsible for completing assignments, contributing to the department's overall effectiveness.
- Conducting annual reviews of faculty teaching, research, and service activities, providing written

- evaluations in accordance with university policy.
- Supervising and evaluating faculty and staff performance.

Administrative Responsibilities:

- Maintaining department records with assistance from administrative assistants, coordinators, and faculty/staff.
- Serving as the final approving authority with the dean and Provost and Vice President for Academic Affairs for hiring faculty and staff, following recommendations from the appropriate search committee.
- Developing department budgets in collaboration with department members for submission to the Academic Dean.
- Making salary and appointment recommendations.
- Managing the teaching schedule and assigning faculty to committees and projects.

Curriculum and Program Oversight:

- Overseeing curriculum and program development, assessment, and revisions.
- Ensuring compliance with university and accreditation standards.
- Reviewing and approving degree audits, course substitutions, and related documents initiated by faculty advisors.

Community and Professional Engagement:

- Playing a significant role in recruiting new faculty and staff members.
- Facilitating community engagement and service to relevant stakeholders.
- Leading in providing professional development opportunities for faculty and staff.

Student Recruitment and Advising:

- Maintaining an active recruitment program for high-quality students and keeping a roster of all students in department majors or minors.
- Partnering with Admissions to enhance recruitment efforts.
- Ensuring faculty are equipped to provide high-quality advising, with accurate and up-to-date advising aids.
- Setting an example of effective student advising and overseeing departmental advising, including special cases.
- Encouraging student feedback and suggestions for improvement through systematic procedures.
- Assigning advisors and supervising their counseling of both graduate and undergraduate students, providing guidance on department offerings and preparation for professional and graduate studies.

Specific Duties

- Be a full member of the department, teaching no more than six semester hours each semester, subject to accreditation standards.
- Convene and preside over department meetings.
- Maintain department records with administrative support.
- Actively recruit new faculty and staff.
- Approve final decisions for hiring faculty, staff, undergraduate and graduate students.
- Engage in the onboarding process for new hires.
- Foster collaboration and support among faculty and staff.
- Develop budgets for department submission to the Academic Dean.
- Make salary recommendations.
- Resolve departmental issues.
- Oversee curriculum and program development and assessment.
- Oversee curriculum revisions and maintain program integrity.
- Manage teaching assignments and schedules.
- Appoint faculty to necessary committees and projects.

- Assist in setting and reviewing faculty goals and performance.
- Evaluate faculty and staff.
- Manage departmental scholarship resources.
- Lead professional development efforts for faculty, staff, and graduate students.
- Facilitate community engagement.
- Ensure compliance with relevant program accreditation standards, UMES and Maryland Systems regulations.
- Perform other duties as assigned by the Dean.

XIV. President's Cabinet

The Cabinet functions under the authority of the President of the University. The Cabinet consists of the Vice Presidents and other Direct Reports to the President. Extended Cabinet sessions, occurring once per month, include the five deans.

Faculty participation in governance at UMES is afforded through the Faculty Assembly and the UMES Senate.

XV. Faculty Governance

A. Faculty Assembly

The Faculty Assembly is the voice of the Faculty in recommending policies concerning all factors influencing the academic and intellectual environment of the University. Membership consists of any person holding academic title or rank and whose principal full-time occupation at UMES is defined as teaching, advising and performing research.

The officers of the Faculty Assembly consist of a Chairperson, Chair-Elect, Secretary, Treasurer and Parliamentarian. There are five standing committees: Faculty Affairs; Finance and Budget; Academic Standards, Curriculum, Programs and Services; Faculty-University Relations; Operations and Development of Physical Facilities. Temporary committees with specific functions are established as needed. The Faculty Assembly officers make up the Executive Council. The Executive Council is charged with implementing the decisions made by the Faculty Assembly by interaction with the President as prescribed in the Constitution of the Faculty Assembly.

Regular monthly meetings are held during the fall and spring semesters at an announced time and place. Special or emergency meetings may be called if needed.

B. UMES Senate

The membership in the UMES Senate shall be representative of the five constituencies of the campus: (1) Administration, (2) Faculty, (3) Exempt Staff, (4) Students, and (5) Non-Exempt Staff, with qualified composition. All candidates must be in good standing with the University. <https://www.umes.edu/Senate/Pages/Constitution-and-Bylaws/>

The purpose of the Senate is to provide the President and other administrative officials with the benefits of systematic consultation with members of the UMES campus and enable the community to participate in the formulation of policies of concern to the UMES campus. The Senate has authority to investigate, discuss and make recommendations to the President concerning campus-wide matters submitted to it by the President or by any member of the UMES Community.

Recommendations passed by the Senate are transmitted in writing to the President who has final authority to act on recommendations except in matters reserved to the Chancellor and/or Board of Regents.

The Offices of the Senate are: Chairperson, Vice Chairperson, Secretary and Parliamentarian. There are eight standing committees: Academic Affairs, Admissions, Campus Security, Physical Plant, Faculty Grievance, Athletics, Library and Student Concerns. The chairperson of each committee is elected by the Senate membership. Membership on the committees is not limited to Senate members. Special committees may be created as required.

Regular monthly meetings are held during the academic year on the third Tuesday of the month. Any member of the UMES community may attend meetings and speak. A member of the Senate may invite anyone to participate in the discussion of the Senate.

XVI. Administration of Policies and Procedures

A. Director of Human Resource Management

The Director of Human Resource Management is assigned the authority and responsibility for administering the campus personnel function as defined by policies of UMES and the University System of Maryland.

POLICY ON CREATING AND REVISING ACADEMIC POLICIES

[https://www.umes.edu/uploadedFiles/ WEBSITES/GeneralCounsel/Content/VI-14.00.Policy%20on%20Policies.May2019.pdf](https://www.umes.edu/uploadedFiles/WEBSITES/GeneralCounsel/Content/VI-14.00.Policy%20on%20Policies.May2019.pdf)