

## **II – 1.02: Policy on Faculty Academic Credentials**

1. Persons seeking appointment to the Salisbury University faculty must accompany their initial applications with a curriculum vitae which they certify as accurate and correct.
2. Persons seeking appointment to tenured status must submit for review letters of recommendation from recognized professionals and/or experts that attest to proficiency and excellence in teaching, scholarship or research, creative activity and community and professional service as appropriate.
3. Each person preparing to accept faculty appointment at Salisbury University is required to send an official, sealed transcript from the institution that awarded the highest degree claimed by the prospective faculty member and a completed Employment Data Sheet to the provost.
4. The Office of Academic Affairs makes a record of all faculty transcripts and Employment Data Sheets received and places transcripts and data sheets on file in the Human Resources' Office.

**(BOR II - 1.02)**

## **II – 1.03: Policy On Concurrent Faculty And Administrative Appointments**

1. Each faculty member appointed to a concurrent administrative position shall receive a formal letter of appointment.
  - a. Any faculty member who is appointed to a concurrent administrative position shall receive a formal letter of appointment separate from his or her faculty contract or appointment letter.
  - b. A person who is simultaneously appointed to a faculty position and a concurrent position shall receive a separate contract or appointment letter for each position.
  - c. A serving administrator who is appointed to a concurrent faculty position shall receive a faculty contract or appointment letter separate from his or her administrative appointment letter.
2. A faculty member who holds a concurrent administrative position serves in that position at the pleasure of the appointing authority unless otherwise specified in the appointment letter. For such faculty members, termination of the administrative appointment does not affect faculty status.
3. Appointment letters for concurrent administrative positions shall:
  - a. State that the appointee serves at the pleasure of the appointing authority or, if that is not the case, state the term of the appointment;
  - b. State any additional salary and other forms of compensation to be paid the appointee for serving in the concurrent administrative position and the salary calculation method to be used upon termination of the concurrent administrative appointment. (The policy on the conversion of salaries is being developed by the Provost's Office);
  - c. State whether the time spent in the concurrent administrative position shall count toward eligibility for sabbatical leave (The letter shall indicate that approval of sabbatical leave is a separate issue from accrual of years of eligibility toward sabbatical leave.);
  - d. Identify the applicable Board of Regents' and institutional policies on the accrual of annual, sick, and personal leave;
  - e. State, for tenure-track faculty members, whether or not the time in the concurrent administrative position counts as time toward promotion and/or tenure;
  - f. State whether or not the time in the concurrent administrative position is included or excluded when schedules of comprehensive review of tenured faculty are determined; and
  - g. Indicate which faculty rights (e.g., voting rights) the person shall have, if any.

**(Approved by the Board of Regents, July 7, 2000)**

**(BOR II – 1.03)**

**II – 1.04: Policy on the Procedures for Appeals to the USM  
Board of Regents of Decisions to Terminate Tenured or Tenure-Track Faculty Members**

1. A tenured or tenure-track faculty member whose faculty employment has been terminated for cause by the president of the employing institution pursuant to USM/ART §I.C.7(a) may appeal to the Board of Regents. All such appeals shall conform to these procedures.
2. An appeal may be requested only by filing a written notice of appeal. The notice of appeal must identify the faculty member and state that the faculty member wishes to appeal the termination of his/her employment to the Board of Regents. The notice must be filed within ten working days of the faculty's member's receipt of the letter communicating the president's decision to terminate. The notice of appeal is filed when it is received at the office of the president.
3. The president shall deliver the notice of appeal and the record (as defined herein) to the USM Vice Chancellor for Academic Affairs no later than ten working days after the receipt of the notice of appeal by the office of the president. The record shall include:
  - a. The statement of charges provided to the faculty member;
  - b. A tape recording, or written transcript, of the hearing provided pursuant to USM/ART §I.C.7(a). If no transcript of the hearing has been made, party may request that a transcript be prepared. Such a request must be directed to the Vice Chancellor for Academic Affairs. If such a request is made, a transcript will be prepared and a copy provided to each party at the expense of the appointing institution;
  - c. Copies of all exhibits received by the hearing officer or faculty board of review;
  - d. The written recommendation of the hearing officer or faculty board of review;
  - e. Any additional material or information used by the President, if any;
  - f. The written decision of the President; and
  - g. A letter of transmittal from the President.
4. Within 30 days of the filing of the notice of appeal, the faculty member shall file a memorandum in support of the appeal. The memorandum is filed when it is received in the office of the Vice Chancellor for Academic Affairs. The memorandum must be signed by the faculty member and by any attorney retained by the faculty member. It must identify the points in the President's written decision to which the appellant takes exception and a statement in each case of the reasons why. Factual allegations must include to the record at the institutional level. New factual material not a part of that record will not be considered on appeal.
5. The Vice Chancellor for Academic Affairs shall send a copy of the faculty member's memorandum to the president, who may file a written response with the Vice Chancellor for Academic Affairs no later than 30 days from the president's receipt of the faculty member's memorandum. A copy of the response must be sent to the faculty member or the faculty member's attorney or representative.

6. Upon receipt of a notice of appeal, the Vice Chancellor for Academic Affairs shall send a copy to the Chair of the Board of Regents, who shall appoint three regents to hear the appeal (the “appeal panel”) on the Board’s behalf and name one of them to serve as chair. The appeal panel shall set a hearing date consistent with the above procedures and with the goal of achieving an expeditious conclusion.
7. The hearing shall consist of oral argument on behalf of the faculty member and of the president. The panel chair shall specify in advance the time permitted for oral argument. No witness testimony will be allowed, and argument shall be limited to matters in the record.
8. The appellant shall have the burden of showing that the President’s decision was not supported by substantial evidence in the record and/or that the decision is premised upon an error of law, including procedural error.
9. Either party may be represented by legal counsel at the hearing.
10. The appeal hearing will be closed and will be recorded.
11. Following the hearing, the appeal panel shall issue a recommendation to the full Board of Regents. The Panel may recommend affirmation of the President’s decision, reversal of that decision, or remand to the institution for further action as specified. The Board shall consider and act on that recommendation in executive session no later than its next regularly scheduled Board meeting. The Board may concur in the Panel’s decision or modify it. It shall communicate its decision in writing to the faculty member and the president within five working days of its decision. The Board’s decision is final.

**(Approved by the Board of Regents, February 9, 2001)**

**(BOR II – 1.04)**

## **II – 1.05 Policy On The Employment Of Full-Time, Non-Tenure Track Instructional Faculty**

### **1. Purpose**

This policy is designed to govern practices at institutions of the University System of Maryland (USM) related to search processes, appointments, contracts, and conditions of employment for full-time non-tenure-track (FTNTT) instructional faculty to assure high quality of instruction by individuals with appropriate credentials and experience and to provide a set of baseline policies for FTNTT faculty in all USM institutions.

### **2. Applicability**

This policy applies only to those faculty members of the USM institutions (a) who are employed full-time, (b) who are neither tenured nor eligible for tenure, and (c) whose responsibilities are primarily or exclusively in the instructional program.

### **3. Definition of “Full-Time”**

The institutional president or designee shall assure that each department or unit that has instructional faculty adopts a definition of “full-time.” The workload expectation for FTNTT instructional faculty shall be specified on an academic-year basis, not on a semester basis.

### **4. Ranks**

Current BOR policy (II-1.00) lists the following approved ranks that may be used for FTNTT instructional faculty. Institutions shall confer on each FTNTT instructional faculty member one of the following ranks, as appropriate and commensurate with credentials and professional experience. (Institutions are not required to use all available ranks.)

Assistant Instructor  
Lecturer

The University of Maryland University College may also assign ranks in the Collegiate series (See USM Policy II-1.00, Section II.C.6.a-d.).

### **5. Policy**

#### **A. Search**

1. **Credentials:** Each institution shall develop written standards for the academic degrees or professional certifications and professional experience required for appointment to FTNTT instructional faculty ranks. These standards may vary depending on the level of courses to be taught.
2. **Search Procedures:** The institutional president or designee shall assure that each department or unit has in place written procedures for selecting faculty. These procedures shall include verification of credentials. Search procedures shall reflect the commitment of the institutions and the University System of Maryland to equal opportunity and affirmative action.

**New Policy 9/03**

B. Hiring

1. **Contracts/Letters of Appointments:** Each FTNTT faculty member shall be provided with a written contract or letter of appointment prior to the beginning of the assignment. The contract or letter shall state that the appointment is full-time and state the academic rank, length of appointment, time of service (9 months, 9.5 months, one year), salary, whether or not the appointment is renewable, nature of the assignment, benefits (see below, Section C.7.), and performance-evaluation policies and procedures.
2. **Information for Faculty:** Upon signing the contract, the FTNTT faculty member shall have access to the institution's Faculty Handbook, in a written or electronic version.
3. **Term of Employment:** Normally, initial contracts shall be for one academic year. Subsequent contracts may be for longer terms, not to exceed three years (five years in the case of UMUC Collegiate faculty). Notice of non-renewal shall be provided in accordance with Board of Regents Policy II-1.00 University System Policy on Appointment, Rank, and Tenure of Faculty (Section 1.C.12).

C. Working Conditions

1. **Support for Teaching:** The appointing department or unit shall provide each FTNTT instructional faculty member with the support it determines to be necessary for the execution of the appointee's duties. Provision should be made for new appointees to attend departmental and institutional orientation sessions. Support shall also include the following:
  - a. information on the department's policies, requirements, and goals for each course, along with access to examples of past course syllabi (if available);
  - b. official schedule of classes, including academic calendar and time frames of class meetings;
  - c. assistance in ordering textbook(s) for the course(s), ancillaries for the text(s), and office supplies;
  - d. copying services for course materials;
  - e. an appropriate place for meeting with students during scheduled office hours, except if instruction is completely technology-mediated;
  - f. an institutional email account along with computer access; and
  - g. telephone access.
2. **Professional Development:** Professional development opportunities for FTNTT instructional faculty members should be supported to the extent possible. Examples include extending invitations to departmental and institutional faculty development events, arranging mentoring by senior faculty, and providing financial support for attending professional conferences when funds permit.

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3. Teaching Assignment: The appointing department or unit shall provide FTNTT faculty with reasonable and adequate notice of projected teaching assignments prior to the start of classes. Notice of 45 days is suggested.
4. Performance Evaluation: The institutional president or designee shall assure that each department or unit has in place written procedures for evaluating faculty performance on a regular schedule, as required by Board of Regent's II-1.05-3 Policy II-1.20. Departments shall evaluate the teaching of FTNTT faculty members on the same basis used to evaluate the teaching of tenure-track faculty members. Evaluations shall be kept on record in a personnel file and shall be consulted when decisions about promotion, salary, and any subsequent contract are made.
5. Faculty Participation: FTNTT faculty members shall be integrated into the scholarly, intellectual, academic, and social life of the department or unit, and institution. Institutional shared-governance procedures shall include FTNTT faculty.
6. Salaries: Every effort should be made to make salaries professionally appropriate and competitive to the extent allowed by available fiscal resources.
7. Benefits: FTNTT instructional faculty contracts and letters of appointment shall include a written statement of benefits available to the appointees. Appointees shall be provided with access to relevant BOR policies governing the provision of benefits to USM faculty and staff. FTNTT instructional faculty shall be eligible for the benefits listed in sections 7.a. and 7.b., subject to the terms of the policy cited.
  - a. USM Benefits
    - (i) Tuition remission for faculty member (See USM Policy VII-4.10);
    - (ii) Tuition remission for dependents (see USM Policy VII-4.20);
    - (iii) Family and medical leave (see USM Policy II-2.31);
    - (iv) Annual leave (see USM Policy II-2.40);
    - (v) Earned sick leave (see USM Policy II-2.30);
    - (vi) Collegial sick leave (see USM Policy II-2.30);
    - (vii) Personal leave (see USM Policy II-2.40);
    - (viii) Leave for jury service (see USM Policy II-2.50);
    - (ix) Leave without pay (see USM Policy II-2.20).

Full-time non-tenure-track faculty shall be ineligible for sabbatical leave or for terminal leave, regardless of length of service.

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- b. Institutional Benefits: Institution-controlled benefits provided to full-time tenured and tenure-track faculty and their spouses and dependent children.

Approved by the Board of Regents on October 11, 2002

**(BOR II – 1.05)**

**New Policy 9/03**

## II – 1.06 Policy On The Employment Of Part-Time, Non-Tenure Track Instructional Faculty

### 1. Purpose

This policy is designed to govern practices at institutions of the University System of Maryland (USM) related to search processes, appointments, contracts, and conditions of employment for part-time non-tenure-track (PTNTT) instructional faculty to assure high quality of instruction by individuals with appropriate credentials and experience and to provide a set of baseline policies for PTNTT faculty in all USM institutions.

### 2. Applicability

This policy applies only to those faculty members of the USM institutions (a) who are employed on a less than full-time basis, (b) who are neither tenured nor eligible for tenure, and (c) whose responsibilities are primarily or exclusively in the instructional program.

### 3. Percent of Effort

The percent of effort of PTNTT faculty members shall be based on the definition pursuant to USM Policy II-1.05 and shall be calculated either on a semester or an academic-year basis, depending on the length of the appointment. If the appointment is for an academic year, the calculation shall not be done on a semester basis, even though there may be disparities between semesters in the assigned teaching load.

### 4. Ranks

Current BOR policy (II-1.00) lists the following approved ranks that may be used for PTNTT instructional faculty. Institutions shall confer on each PTNTT instructional faculty member one of the following ranks, as appropriate and commensurate with credentials and professional experience. (Institutions are not required to use all available ranks.)

- a. Assistant Instructor
- b. Lecturer
- c. Adjunct Assistant Professor
- d. Adjunct Associate Professor
- e. Adjunct Professor

The University of Maryland University College may also assign ranks in the Collegiate series (See USM Policy II-1.00, Section II.C.6.a-d.).

### 5. Policy

#### A. Search

1. Credentials: Each institution shall develop written standards for the academic degrees or professional certifications and professional experience required for appointment to PTNTT instructional faculty ranks. These standards may vary depending on the level of courses to be taught.
2. Search Procedures: The institutional president or designee shall assure that each department or unit has in place written procedures for selecting faculty. These procedures shall include verification of credentials. Search procedures shall reflect the commitment of the institution and the University System of Maryland to equal opportunity and affirmative action.

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B. Hiring

1. **Contracts/Letters of Appointments:** Each PTNTT faculty member shall be provided with a written contract or formal letter of appointment prior to the beginning of the assignment. The contract or letter shall state that the academic rank, length of appointment, time of service (9 months, 9.5 months, one year), salary, whether or not the appointment is renewable, nature of the assignment, benefits (if any), and performance-evaluation policies and procedures. In addition, all contracts/letters of offer shall specify what happens if a course is canceled prior to the start of class.
2. **Information for Faculty:** Upon signing the contract, the PTNTT faculty member shall have access to the institution's Faculty Handbook, in a written or electronic version.
3. **Term of Employment:** Normally, initial contracts shall be period of one semester, but subsequent contracts may be for longer periods not to exceed three years.

C. Working Conditions

1. **Support for Teaching:** The appointing department or unit shall provide each PTNTT instructional faculty member with the support it determines to be necessary for the execution of the appointee's duties. Provision should be made for new appointees to attend departmental and institutional orientation sessions. Support shall also include the following:
  - a. Information on the department's policies, requirements, and goals for each course, along with access to examples of past course syllabi (if available);
  - b. official schedule of classes, including academic calendar and time frames of class meetings;
  - c. assistance in ordering textbook(s) for the course(s), ancillaries for the text(s), and office supplies;
  - d. copying services for course materials;
  - e. an appropriate place for meeting with students during scheduled office hours, except if instruction is completely technology-mediated;
  - f. an institutional email account along with computer access; and
  - g. telephone access.
2. **Professional Development:** Professional development opportunities for PTNTT instructional faculty members should be supported to the extent possible. This may include extending invitations to departmental, institutional, and external faculty development events.
3. **Teaching Assignment:** The appointing department or unit shall provide PTNTT faculty with reasonable and adequate notice of projected teaching assignments prior to the start of classes. Notice of 45 days is suggested.

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4. Performance Evaluation: The institutional president or designee shall assure that each department or unit has in place written procedures for evaluating faculty performance on a regular schedule, as required by Board of Regent's II-1.20. Departments shall evaluate the teaching of PTNTT faculty members on the same basis used to evaluate the teaching of tenure-track faculty members. Evaluations shall be kept on record in a personnel file and shall be consulted when decisions about promotion, salary, and any subsequent contract are made.
5. Faculty Participation: PTNTT faculty members shall be integrated into the scholarly, intellectual, academic, and social life of the department or unit, and institution. Institutional shared-governance procedures shall include PTNTT faculty.
6. Salaries: Every effort should be made to make salaries professionally appropriate and competitive to the extent allowed by available fiscal resources.
7. Benefits: PTNTT instructional faculty contracts and letters of appointment shall include a written statement of benefits available to the appointees. Appointees shall be provided with access to relevant BOR policies governing the provision of benefits to USM faculty and staff. PTNTT instructional faculty in their fifth semester of appointment at 50% time or more shall be eligible for the benefits listed in sections 7.a. and 7.b, subject to the terms of the policies cited.
  - a. USM Benefits
    - (x) Tuition remission for faculty member (See USM Policy VII-4.10);
    - (xi) Tuition remission for dependents (see USM Policy VII-4.20);
    - (xii) Family and medical leave (see USM Policy II-2.31);
    - (xiii) Annual leave (see USM Policy II-2.40);
    - (xiv) Earned sick leave (see USM Policy II-2.30);
    - (xv) Collegial sick leave (see USM Policy II-2.30);
    - (xvi) Personal leave (see USM Policy II-2.40);
    - (xvii) Leave for jury service (see USM Policy II-2.50);
    - (xviii) Leave without pay (see USM Policy II-2.20).

Part-time non-tenure-track faculty shall be ineligible for sabbatical leave or for terminal leave, regardless of length of service.
  - b. Institutional Benefits: Institution-controlled benefits provided to part-time tenured and tenure-track faculty and their spouses and dependent children.

Approved by the Board of Regents on October 11, 2002

**(BOR II – 1.06)**

**New Policy 9/03**

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## II – 1.10: Policy on Part-time Tenure-Track and Part-time Tenured Faculty

### Permanent Part-Time Faculty

1. The term "permanent part-time employment" applies to faculty at the university who work in a tenure-track position for at least two (2) days per workweek for at least 50 percent (50%) but not more than 80 percent (80%) of the normal workweek for that position. A "shared" position is defined as a tenure-track position which "consists of two (2) permanent part-time positions."
2. Each faculty member in a shared position shall teach full-time for one semester of the year or shall teach a 50 percent (50%) course load during the same semester. The particular teaching arrangement will be determined by the provost.
3. Salary, salary increments, sick leave, and any other fringe benefits authorized for a permanent full-time faculty member shall be determined on a pro-rata basis. The faculty member's pro-rata salary shall be appropriate to his/her rank and step.
4. Permanent part-time faculty are required to become members of the State Retirement or Pension System according to date of entry into State service. Benefits will be accrued at the same rate as the contributions of the faculty member.
5. The specific faculty rank of an individual in a shared position is determined by the university. Faculty members in a shared position need not necessarily occupy the same rank within that shared position.
6. Permanent part-time faculty are considered for promotion and tenure in accordance with **Salisbury University's Policy on Appointment, Rank and Tenure of Faculty** on the basis of the number of full-time equivalent years of employment at the university.
7. Permanent part-time faculty are subject to the annual evaluation required for all full-time faculty members.
8. The responsibilities of permanent part-time faculty members on campus and their participation in campus governance activities are determined by department chairs in consultation with their deans and the provost.
9. A shared position may be abolished or vacated, in whole or in part, by giving notice in accordance with the provisions of the **Salisbury University Policy on Appointment, Rank and Tenure of Faculty**. If one part of the shared position is abolished or vacated, the incumbent occupying the other part of the shared position shall continue to discharge duties according to the terms of employment and shall not automatically be eligible for a permanent full-time position.

(BOR II - 1.10)

**II – 1.11: Policy on Part-Time Faculty Members  
Engaged Exclusively or Primarily in Library Services**

**SALISBURY UNIVERSITY IS IN THE PROCESS OF DEVELOPING THIS POLICY. ALL QUESTIONS SHOULD BE FORWARDED TO JUDY FISCHER, ASSOCIATE DIRECTOR OF THE BLACKWELL LIBRARY.**

An institution may employ faculty members engaged exclusively or primarily in library services on a part-time basis. In order to be considered eligible for permanent status, a part-time librarian's commitment shall be at least fifty percent time for the fiscal year.

1. Each institution which employs part-time librarians at the ranks of Librarian I, Librarian II, Librarian III, and Librarian IV shall develop written procedures for the appointment of, promotion of, and granting of permanent status to such individuals. Appointment, reappointment, permanent status, promotion, and termination of such librarians shall be consistent with the policies and procedures established for permanent full-time librarians.
2. The length of the probationary period for permanent-status consideration shall ordinarily be based upon the number of full-time equivalent years accrued by the librarian at the institution. Part-time individuals at the ranks of Librarian I, Librarian II, Librarian III, and Librarian IV are eligible for full-time positions consistent with institutional policies.
3. Part-time librarians at the ranks of Librarian I, Librarian II, Librarian III, and Librarian IV whose appointments are at least fifty percent time shall be entitled to participate in the institution's benefits programs on a proportional basis or otherwise, as permitted by those programs.

**Replacement for: BOR VII-2.15-POLICY ON LIBRARIANS (Section on Part-Time Librarians)**

**(BOR II – 1.11)**

## II – 1.19: Policy on the Comprehensive Review of Tenured Faculty

### Introduction

Salisbury University will use the following policies and procedures to implement the University System of Maryland's Policy on Comprehensive Review of Tenured Faculty. Consistent with this policy, SU's policies are intended to complement the "faculty development program" and "to enhance the professional abilities of the faculty as teachers and scholars and members of the academic community." The policies are written to fulfill the requirements of the USM policy by providing guidelines that give departments flexibility over specific arrangements and procedures for the reviews.

### Policies and Procedures

#### Five Year Comprehensive Reviews of Tenured Faculty Members

Every tenured faculty member at SU shall undergo a comprehensive review of his or her performance every five years with approximately one-fifth of the tenured faculty undergoing a comprehensive evaluation each academic year. This review will examine the faculty member's performance for the previous five year period. Given their thorough review character and rigor, reviews for tenure and promotion can be substituted for this comprehensive review. A comprehensive review can also be triggered prior to the five year period only if the department chair, the dean, and the provost find a faculty member "materially deficient" in complying with "quantitative workload expectations"<sup>4</sup> in two consecutive workload-related annual reviews that are done regularly by the chair.<sup>5</sup>

#### Departmental Role, Peer Review and Criteria for Evaluation

Each academic department at SU may employ the same review procedures and criteria for evaluation presently used in each department for the annual evaluations of tenured faculty at SU. These procedures make use of an examination and evaluation of a faculty member's performance in the areas of instruction, research and scholarship, and service to the university and community. The kinds of activities and sources of information for a faculty member's performance can include, but are not limited to, the following:

PERFORMANCE CATEGORY	POTENTIAL INFORMATION SOURCES
<b>Teaching and Advising</b>	Courses Syllabi
	Student Evaluations
	Instructional Planning
	Conferences Program Planning
	Department Meetings
	Classroom Observation
	Posted Advising Schedules
	Review of Advising Folders
	Incidents of Advisee Confusion
	Observation of Advising Conferences

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<sup>4</sup>This refers exclusively to the workload expectations as identified in Section IV. Standard Workload Expectations of the BOR Policy on Faculty Workload and Responsibilities (II.1.25) which addresses the ratio of time spent among the three areas of faculty responsibilities: teaching, scholarship, and community service.

<sup>5</sup>This measure is referred to in the USM policy document as an "annual review." However, this should not be confused with the SU annual review that presently exists and is more comprehensive in scope.

<b>Teaching and Advising (cont.)</b>	Involvement in student clubs and organizations
<b>Professional Development</b>	Participation in Campus Professional Development Activities
	Writing/Research Efforts and Creative Pedagogical Innovations
	Attendance at Conferences and Institutes
	Yearly Self-Evaluations
<b>Service to the University and Community</b>	Participation on Department Service and Campus Committees Support to Registration and Orientation, and Retention Activities
	Service to Schools, businesses, and Service Agencies
	Artistic Contributions to Campus and Community
	Involvement in Student Social Activities

An additional performance indicator that may be used in the five-year evaluation is the workload review that is overseen by the department chair on an annual basis.

For the five-year review, provision must be made at the department level for some degree of peer review. The structure and size of such a peer review mechanism should be established by the department and agreed upon by the faculty member under review.

The faculty member under review will be the principle provider of the information for the comprehensive review. This need not exceed the submission of the annual self-evaluations of the previous five years. He or she will provide the reviewer(s) with the necessary information by February 1 of the year in which the review is to take place, and the reviewer(s) shall provide a report to the faculty member by the same deadline as the annual review. As in the annual reviews, the five-year comprehensive review must be based on multiple sources of information.

**Departmental policies must be filed with and approved by the dean of their respective schools and the provost of the University.**

#### **Uses and Consequences of the Comprehensive Review**

As with the annual reviews, the reviewer(s) shall submit the results of the comprehensive review to the faculty member, the department chair, and the dean. **Upon receipt of the review, the faculty member should have ready access to the documents and reports that contributed to his or her review. The faculty member should also have a minimum of ten working days to respond formally to the review if he or she so desires. This could involve a written response or a formal hearing with the reviewers and the chair of the department.**

A faculty member may choose to use a favorable five year review for consideration in decisions on promotion, merit pay or other awards such as SU's annual Distinguished Faculty Award. The Administration shall review the rank and salary of each faculty member who undergoes the five year review and shall make upward adjustments and recommendations as necessary and as funds allow.

However, if the peer evaluation concludes that the faculty member's performance fails to meet expectations, then a specific faculty development plan must be worked out between the faculty member under review, the peer reviewer(s), the department chair, and the dean of the school. At his or her discretion, the faculty member under review may choose a faculty colleague to participate in the development of this plan.

The plan should address those elements of the review that were considered to be deficient in meeting expectations and make use of SU's available resources, both scholarly and financial, for faculty development.

Given that the intention of this plan is to aid in the improvement of the faculty member's performance, priority should be placed on fashioning a plan that facilitates the faculty member's growth and is amenable to the faculty member's preferences. Such a plan should be written and revised, if necessary, until mutual agreement between the reviewer(s) and the faculty member has been achieved. In the event an agreement cannot be reached, the Faculty Development Committee will mediate a consensus.

The plan must also include "a procedure for evaluation of progress at fixed intervals." This procedure will include progress reports to the reviewer(s) at intervals of no less than one year, unless a shorter interval is requested by the faculty member. Departments may wish to use SU's annual evaluations as the benchmarks for the "fixed intervals" as required by the Regents' policy.

A faculty member under review who is dissatisfied with a plan that has emerged from this process retains the option of pursuing a grievance with the Faculty Welfare Committee.

The Comprehensive Review of Tenured Faculty does not replace other SU reviews of faculty performance.

Finally, neither the Comprehensive Review process nor its results can be substituted for the existing USM policies regarding tenure and its termination. In this regard, this review carries with it no greater weight than any other evaluation presently employed at Salisbury University.<sup>6</sup>

### **Initial Implementation of Comprehensive Reviews**

This plan will go into effect during the 1997-98 academic year with the first evaluations being conducted during the spring semester of 1998. Given that only one fifth of the faculty are to be evaluated in any given academic year, evaluation of eligible tenured faculty will be conducted in phases until all tenured faculty who have not undergone a comprehensive evaluation, tenure review or a promotions review within the last five years are evaluated. Faculty members who wish to undergo a comprehensive evaluation prior to the five-year trigger, can request and receive an earlier review.

The criterion for determining the sequence of evaluations will be seniority, defined in this context as years passed since the granting of tenure or since one's last review for promotion. Those tenured faculty with the most years passed since either being granted tenure or since their last promotions review will be the first to undergo the comprehensive evaluation as outlined in this policy.

Implementation of this policy assumes that a faculty member deserves to know the evaluation criteria prior to the academic year during which those criteria are to be applied. Therefore, for the purposes of the comprehensive review in which the last five academic years (1991-92 up through 1996-97) are relevant, a faculty member must be evaluated only on the basis of the criteria that were in force during those academic years. New criteria, post 1996-97, may not be applied retroactively to the most recent five year period.

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<sup>6</sup>As with other reviews, this review can only contribute to a case for the termination of tenure of a faculty member if the reviewer(s) concluded that the tenured faculty member was found to have exhibited "...moral turpitude, professional or scholarly misconduct, incompetency, or willful neglect of duty..." (**Salisbury University Policy on Appointment, Rank and Tenure of Faculty**, Appointment of Faculty (Part I)(A)(1), page 44 in the Faculty Handbook, Salisbury University, 2002-03). Even then, in itself, this review would be wholly insufficient to lead to termination of a tenured faculty member.

Finally, given that faculty members are primarily responsible for providing the bulk of the information for the evaluation, they should be granted flexibility in the provision of information on their activities from the most recent five academic years. They must provide adequate information but cannot be required to supply information above and beyond that which was required to satisfy evaluation criteria applied in previous years.

**Approved March 1998**

**(BOR II - 1.19)**

## II – 1.20: Policy on Evaluation of Performance of Faculty

- Academic department chairs evaluate all of their faculty at the university each year. In making these evaluations, department chairs use information from as many sources as possible to assess each faculty member's performance in the three areas of: a) teaching and advising, b) professional development, and c) service to the university and the community. Sources of information for faculty evaluation include but are not limited to those described in **Figure 3**.

**Figure 3. Potential Sources of Faculty Evaluation Information**

<b>PERFORMANCE CATEGORY</b>	<b>POTENTIAL INFORMATION SOURCES</b>
<b>Teaching and Advising</b>	Courses Syllabi
	Student Evaluations
	Instructional Planning
	Conferences Program Planning
	Department Meetings
	Classroom Observation
	Posted Advising Schedules
	Review of Advising Folders
	Incidents of Advisee Confusion
	Observation of Advising Conferences
	Involvement in student clubs and organizations
<b>Professional Development</b>	Participation in Campus Professional Development Activities
	Writing/Research Efforts
	Attendance at Conferences and Institutes
	Yearly Self-Evaluations
<b>Service to the University and Community</b>	Participation on Department Service and Campus Committees Support to Registration and Orientation, and Retention Activities
	Service to Schools, Businesses, and Service Agencies
	Artistic Contributions to Campus and Community

- Department chairs evaluate tenured and tenure-track faculty by February 1 of each academic year and summarize outcomes by using 1) evaluation forms found in the Appendices Section, Appendix P and Q; 2) evaluation forms approved by a department; or 3) evaluation forms approved by the department and dean.

Revised 10/7/02

3. Department chairs also evaluate full-time contractual faculty each year by March 15. Criteria and procedures for reviewing full-time and contractual faculty who are not on tenure track lines are developed by the academic departments of the university schools. These criteria are provided to full-time contractual faculty in a “memo of understanding” at the time of hiring. A sample of such a memo appears in **Appendix F**. Criteria are approved by the dean of the appropriate school and by the provost and are on file in the dean's office and in the Office of Academic Affairs. The steps and deadlines in **Figure 4** describe the procedure for yearly reviewing these full-time, non-tenure track contractual faculty.

**Figure 4. Procedures for Reviewing Full-time Contractual Faculty**

<b>STEP</b>	<b>DEADLINE</b>
a) Department chairs evaluate faculty member yearly.	March 15
b) Department chairs recommend to deans as follows: (1) <b>Termination</b> (faculty not needed or unsatisfactory) (2) <b>One-year Reappointment</b> (faculty needed and satisfactory)	March 30
c) Deans recommend to the provost as follows: (1) <b>Termination</b> (faculty not needed or unsatisfactory) (2) <b>One-year Reappointment</b> (faculty needed and satisfactory)	April 15
d) Provost approves terminations, one-year reappointments and continuing university appointments in consultation with the president.	May 1
e) Provost notifies faculty in writing of termination, one-year reappointment or continuing university appointment.	May 15

4. Department chairs summarize their evaluations of full-time contractual faculty on the following form.

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**EVALUATION FORM FOR FULL-TIME CONTRACTUAL FACULTY**

Evaluation of: \_\_\_\_\_

Assignment: \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The categories below evaluate the faculty member's accomplishments during \_\_\_\_\_ academic year. Brief comments must support the evaluation in each category. (Please use additional space to provide written comments in each area below.)

<b>Responsibilities</b>	<b>Unacceptable</b>	<b>Minimally Acceptable</b>	<b>Satisfactory</b>	<b>Good</b>	<b>Very Good</b>	<b>Excellent</b>
1. Teaching and Advising						
2. Other Responsibilities						

Recommendation:

Terminate Appointment

Reappoint for One Year

Continuing University Appointment

I have read the above evaluation. \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

5. Department chairs also evaluate part-time contractual faculty at the conclusion of each semester using criteria developed by the department and approved and on file with the school dean and the provost. Department chairs summarize evaluations of part-time contractual faculty on the following form. Because part-time appointments are made on the basis of individual courses and automatically terminate at the end of the semester in which those courses are offered, the form contains no recommendations about termination or further appointment.

**EVALUATION FORM FOR PART-TIME CONTRACTUAL FACULTY**

Evaluation of: \_\_\_\_\_

Assignment: \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The categories below evaluate the faculty member's accomplishments during \_\_\_\_\_ academic year. Brief comments must support the evaluation in each category. (Please use additional space to provide written comments in each area below.)

<b>Responsibilities</b>	<b>Unacceptable</b>	<b>Minimally Acceptable</b>	<b>Satisfactory</b>	<b>Good</b>	<b>Very Good</b>	<b>Excellent</b>
1. Teaching and Advising						
2. Other Responsibilities						

I have read the above evaluation. \_\_\_\_\_  
Date Signature

**(BOR II - 1.20)**

## **II – 1.21: Policy on Compensation for Faculty**

In the matter of compensation for faculty, Salisbury University operates under **BOR II - 1.21 UNIVERSITY SYSTEM OF MARYLAND POLICY ON COMPENSATION FOR FACULTY** which is reproduced in full below.

### **I. General Policy**

The University System of Maryland seeks to provide salaries for faculty that are adequate to attract and retain individuals with the qualifications and level of performance necessary for the University System and each of its constituent institutions to reach and to maintain the highest levels of excellence in education.

To this end, the USM shall seek increases in funding to attain and to maintain a faculty salary structure for each of its constituent institutions which is merit-based and in which the average faculty salary is at or above the 85th percentile of that institution's classification group.

The American Associate of University Professors (AAUP) annually conducts and publishes a national survey of salaries for "instructionally faculty." The AAUP salary information shall constitute the database for implementation of this policy. However, this policy shall apply to all persons defined as faculty by the University System of Maryland, whether or not they satisfy the AAUP definition of "institutional faculty."

With the exception of the University of Baltimore Law School and the professional schools at UMAB each institution's classification group shall be the set all public colleges and universities included in its Carnegie classification. Placement of USM institutions within a Carnegie category shall be made annually by the chancellor based on the application of Carnegie classification criteria to the most recent available data on each institution.

Comparisons for the University of Baltimore Law School and the professional schools at UMAB shall be based on relevant national data from each of the respective schools.

Salary increases for current faculty shall be based on merit, and shall be determined on the basis of exceptionally effective teaching, scholarship and public service. Equity considerations may be taken into account in awarding salary increases.

### **II. Implementation**

The chancellor, in consultation with the presidents, shall develop implementation guidelines for this policy which shall be based on evaluation of faculty merit using appropriate measures of faculty productivity. Consistent with this policy, these guidelines shall include a set of salary ranges for each faculty rank at each institution and a common format for an annual report by each institution to the Regents accounting for its use of merit funds for salary increases.

**(BOR II - 1.21)**

## **II – 1.22: Policy on Faculty Appointment Letters or Contracts**

1. The terms and conditions of every faculty appointment shall be stated in a written letter or contract, which shall be signed by and which shall be in the possession of both the institution and the appointee before the appointment is begun.
2. Appointment letters or contracts for full-time faculty shall specify whether the appointee is required to serve for the academic year or the fiscal year. Typically, academic-year faculty appointments shall begin no later than one week before the first day of fall classes and end no earlier than the spring commencement date, and fiscal-year appointments shall begin on July 1 and end on June 30 of the following calendar year. In unusual circumstances, an appointment (academic or fiscal) may begin at other times or may be for only a portion of a year.
3. Each institution shall develop a written policy on summer compensation for full-time faculty members on academic-year appointments. The policy shall be filed with the Office of the Chancellor.

**(Approved by the Board of Regents July 7, 2000)**

**(BOR II – 1.22)**

## **II – SU: Policy on Disclosure of Employee Salary Information**

A policy that was formally approved by the former President’s Council on September 10, 1998, to restrict the publishing or release for general distribution of SU employee salary information has been rescinded.

As a state institution, an individual’s gross salary is public information and may be released by the Office of Human Resources<sup>7</sup> for general distribution on request. This is accomplished by completing a SU Salary Information Request form<sup>8</sup> available in Human Resources. Data will be provided to the individual requesting the information within 30 days. A fee will not be charged for the first two hours needed to compile data by Human Resources and Information Technology, after which a charge of \$35.00 per hour will be made. There is also a fee of .15 cents per page for all material provided. Salary data are also available at no charge in the library.

**Approved December 2001  
by the President of the University**

**Revised 3/14/02**

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<sup>7</sup>Salisbury University Office of Human Resources is designated as the “custodian” under Maryland’s Public Information Act and the Federal Freedom of Information Act.

<sup>8</sup>The SU Salary Information Request form can also be found in the Appendices section (Appendix P) of this handbook.

## **II – 1.25: Policy on Faculty Workload and Responsibilities**

### **I. Purposes**

The purposes of the Salisbury University Policy on Faculty Workload and Responsibilities are to promote optimal performance by faculty in meeting the needs and expectations of students and other clienteles and to provide mechanisms that will ensure public accountability for that performance. Faculty at the university are the primary performers of instruction, research/scholarship and service, and the university encourages and supports faculty in applying their creativity, ingenuity, initiative, knowledge, experience and professional skills in performing many diverse functions in these areas. The university also expects that faculty will meet their responsibilities in these areas independently and in full accord with both institutional expectations and established tenets of academic freedom.

This policy reflects Salisbury University's affirmation that teaching is at the heart of university life and that teaching effectiveness is the paramount consideration in faculty tenure, promotion and merit. It also reflects the university's affirmation that research, scholarship and creativity, and service are fundamental to university life and are key criteria in faculty tenure, promotion and merit.

### **II. Application**

This policy applies to the following categories of faculty at Salisbury University:

- A. All persons holding tenured and tenure-track positions who are classified as faculty (instructional, research, and public service) and so reported to the Maryland Higher Education Commission through the Employee Data System.
- B. All persons who, regardless of occupational classification, hold faculty rank and perform administrative duties at the level of academic department or equivalent academic unit, including chairs, assistant chairs, program directors, etc.
- C. All persons who, while neither tenured nor on tenure track, are employed full time at the university, are classified as instructional faculty and so reported to the Maryland Higher Education Commission through the Employee Data System.
- D. All persons who, while neither tenured nor on tenure track, are employed full time by the university, are classified as research faculty and so reported to the Maryland Higher Education Commission through the Employee Data System, and whose salaries are supported, in whole or in part, by state funds.

This policy does not apply to individuals who hold faculty rank but who are assigned to administrative duties outside the department or equivalent academic units, for example, deans, provost, president, etc.; nor does it apply to individuals who are classified as research faculty but whose salary is fully supported by non-state funds, e.g., federal research grants; nor does it apply to librarians with non-tenure faculty status, e.g. Librarians I, II, III, IV.

### **III. Responsibilities**

This policy is implemented by faculty, chairs of academic departments and deans of the schools to which those departments belong in the following manner:

- A. Prior to the beginning of each academic year, department chairs determine in consultation with each department faculty member the faculty member's workload and

responsibilities for the upcoming fall and spring semesters. Department chairs record these expectations as percentages of 100% of each faculty member's effort for the upcoming calendar year.

- B. During each academic year, faculty record their service and research activities.
- C. At the end of each academic year, department chairs summarize the workload and productivity of their faculty using a format required by the University System of Maryland. Department chairs provide this information to their school deans who, in turn provide them to the provost.
- D. Also at the end of each academic year, department chairs prepare a summary statement comparing their faculty's performance for the year with workload expectations established at the beginning of the year. Department chairs provide this information to their school deans who in turn provide it to the provost.

**IV. Standard Workload Expectations**

- A. The standard workload and responsibilities expectations for faculty at Salisbury University are as follows:

	<b>Teaching</b>	<b>Research/ Scholarship</b>	<b>Service</b>
<b>Percent of Effort</b>	65-77 (7-8 Course Units/Year)	15-25	5-15

- B. For all faculty, workload and responsibilities in the area of teaching include preparation, classroom time, grading of student-produced materials, and student advising. For tenured and tenure-track faculty, workload and responsibilities in the areas of research/scholarship and service include a range of professional activities which are described in detail in the Promotion Committee's Guidelines and appear in full in the *Faculty Handbook*. For full-time contractual faculty, workload and responsibilities in the areas of research/scholarship and service are defined in the *Memo of Understanding* that accompanies their contracts.
- C. For the purposes of defining standard instructional load expectations, a full load at Salisbury University is 7-8 courses/course units per year. Generally, faculty are expected to teach 8 courses/course units per year. Chairs in each academic department determine the appropriate full load for their faculty in their departments and where these loads are less than 8 courses/course units per year, secure approval from their deans and the provost.
- D. The following weights are used to convert graded instructional experiences that do not follow the traditional course format (e.g., individual studies, theses, etc.) to course units.

<b>Course Level</b>	<b># of Credits = 1 Course Unit</b>
500 & above - Grad. Ind. Studies	18
400-499 - Grad, Ugrad. Ind. Studies	21
100-399 - Ugrad. Ind. Studies	30

- E. Standard workload and responsibilities expectations may vary from department to department. Under certain circumstances, related to accreditation for example, a department may need to place special emphasis in one or more of the three categories of effort so that expectations for faculty in the department differ from the standard. When this is the case, deans of the schools to which the departments belong must obtain approval for these special emphases from the provost. This approval must be secured before department chairs establish variations in expectations with faculty for the upcoming calendar year.
- F. The balance among teaching, research/scholarship and service for a faculty member may change over the faculty member's career. This balance may be adjusted annually when faculty and department chairs set workload and responsibilities expectations for the year. In all cases, the addition of the percentage of effort in each area equals 100% of the faculty member's effort.
- G. Because teaching is central to Salisbury University's mission, all faculty members including those with departmental administrative responsibilities are expected to be involved in the instructional program, and senior faculty in departments with undergraduate programs are expected to participate in undergraduate teaching.

#### V. **Exceptions to Standard Workload Expectations**

Departmental commitments within the overall academic program of the university are determined by student and curricular needs, resources available to the department and administrative approval. Department chairs develop faculty workload responsibilities in accordance with these commitments. From time to time, however, some faculty may assume new or additional responsibilities in the areas of administration, teaching, scholarship/ research, or service. In these cases, exceptions to the standard workload of these faculty members may be made. When such exceptions are made, department chairs are responsible for making necessary adjustments in the faculty workload of the total department so that departments can meet their commitments. When resources are available, this includes the hiring of adjunct and part-time faculty.

When exceptions to the standard workload are to be made, deans of the schools to which the faculty belong must obtain approval for these exceptions from the provost. This approval must be secured before department chairs establish non-standard expectations with faculty for the upcoming calendar year. Exceptions to the standard workload and responsibility expectations may be based on the following considerations:

- A. **Instruction** - Exceptions from the standard instructional load may be based upon a number of factors, including class size; development of new courses; modality of instruction, including distance education; level of instruction; discipline; accreditation requirements; etc.
- B. **Departmental Administration** - Assumption of responsibility for the functions of chair, assistant chair, or program director, or for special departmental projects may require reduction of expectations for teaching, research/scholarship or service.
- C. **Externally Funded Research and Service Activities** - Assignment of additional time for research or service activities will be supported by external funds, either research or training grants. In these instances, the accompanying reduction of expectations for service or instruction should mirror the replacement of departmental salary support by externally funded salary support.
- D. **Department-Supported Research (Departmental Research)** - Assignment of additional time for research activities supported by the department and consequent reduction of expectations for service or instruction should be related to the institution's mission.

- E. **Department-Supported Service** - Assignment of additional time in areas of service and consequent reduction of expectations for teaching or research/scholarship should be directly related to the duration and extensiveness of the commitment. For example, a faculty member may be released from the standard expectation in the areas of teaching or research/scholarship in order to make major professional contributions, e.g., to work in partnership with the public schools or with business or industry.

## VI. Accountability

- A. The focus for external accountability in the area of faculty workload and responsibilities is the academic department, not the individual faculty member. This focus is ensured through an annual reporting process in which the provost provides to the president and thence to the University System of Maryland an accountability report that indicates by academic department the number of faculty who meet or exceed the standard expectations for faculty workload and responsibilities, the number of faculty who have been excepted from these standard expectations, and the total course reduction.
- B. Department chairs report annually on the expected and actual performance of their faculty in the area of faculty workload and responsibilities using data maintained in their departments. Department chairs provide these reports to their school deans who in turn provide them to the provost.
- C. Department chairs also use this data in their annual evaluations of faculty according to procedures specified in Salisbury University's **Policy on Evaluation of Performance of Faculty (page 93)** and its policy on the **Appointment, Rank and Tenure of Faculty, which** is found in the *Faculty Handbook* on **page 44**.

Approved by the USM, September 20, 1994; Amended July 9, 1999

(BOR II - 1.25)

## **II – 1.30: Policy on the Regents Professorship**

In the matter of the regent's professorship, Salisbury University operates under the following **UNIVERSITY SYSTEM OF MARYLAND BOR II - 1.30 POLICY ON THE REGENTS PROFESSORSHIP** which provides unique opportunities for faculty recognition.

The regents professorship is established by the Board of Regents of the University System of Maryland in order to recognize one or more faculty members whose record of scholarly achievement and potential for truly exceptional service to the System and its institutions warrants appointment to this most prestigious rank in the University System.

Appointment to a regent's professorship is made by the chancellor upon recommendation by one or more of the presidents of University System of Maryland institutions. A modest monetary award, to be used for travel, research or publication costs, or personnel and equipment costs, accompanies the appointment.

Criteria for appointment include:

1. National or international recognition for achievements in the arts, the sciences or the professions.
2. Eligibility for appointment to the rank of professor at one or more institutions of the University System.

Regents' professors may:

1. Participate in the advisement and/or instruction of undergraduate students.
2. Present annually a public lecture or performance at one of the institutions of the University System of Maryland.
3. Participate in other scholarly activities that will enhance some aspects of the University System of Maryland and some of its components. This may include such activities as curriculum development (formal or informal courses), faculty development, citizen outreach, or organizational enhancement.

**(BOR II - 1.30)**

## II – SU: Policy on Title of *Professor Emeritus*

1. *Professor Emeritus* is a title of distinction conferred upon retiring faculty who normally have completed at least ten years of meritorious service to Salisbury University.
2. Beginning in the semester before retirement, faculty may be nominated for the title of *Professor Emeritus* by any member of the SU faculty via a brief letter of nomination to the provost.
3. The provost will forward letters of nomination to the Committee on Promotions for their consideration during a meeting in the final semester of the faculty member's service. The Committee on Promotions may recommend that a retiring faculty member should be granted the title effective immediately on retirement.
4. The names of professors' emeriti are listed in Salisbury University's Undergraduate and Graduate Catalog as appropriate to their contributions. Emeriti faculty have the use of campus facilities and are welcome to attend campus events as regular faculty.

**Revision Approved by the Faculty Senate: December 15, 1998; April 16, 2002; September 2003**  
**Revision Approved by the Provost: April 19, 2002**

Revised 9/03

## II – SU: Policy on Consulting Faculty

### 1. Purpose

The purpose of this policy is to define “Consulting Faculty” and to provide guidelines for recognizing consulting faculty status.

### 2. Definition of Consulting Faculty

Consulting Faculty is an honorary title bestowed upon individuals who provide significant service contributions to University personnel, programs and activities but who are not employees of Salisbury University.

### 3. Selection Procedures

Consulting faculty are nominated by the provost of academic affairs to the president of the University who makes final selections. The president notifies in writing individuals who are honored with the title of “Consulting Faculty.” There is no local residence requirement for eligibility.

### 4. Procedures for Recognizing Consulting Faculty

The names of Consulting Faculty are listed in Salisbury University’s *Undergraduate Catalogue* and in its *Graduate Catalogue* as appropriate to their contributions. Consulting faculty have the use of campus facilities and are welcome to attend campus activities as regular faculty.

## II – 2.00: Policy on Sabbatical Leave for Faculty

The president of Salisbury University may grant sabbatical leaves to faculty members. The primary purpose of such leave is to provide an opportunity for faculty members to conduct scholarly or creative work that helps implement the mission of the university and enhances their standing in their disciplines or professions.

### Guidelines

1. To be eligible for sabbatical leave, a full-time faculty member must be tenured as a full professor, associate professor or assistant professor and have completed at least six years of service at the time of an initial sabbatical leave or since the last previously granted sabbatical leave. A part-time faculty member must also be tenured and have completed six or more years of at least half-time service. (Unpaid leaves of absence will not be regarded as service for the purposes of determining sabbatical leave eligibility.) In exceptional circumstances approved by the provost, a faculty member at the rank of instructor who has completed at least six years of service may be recommended as eligible for sabbatical leave.
2. Faculty members applying for sabbatical leave must agree as a precondition to receiving such leave to return promptly to the university at the termination of the leave and to serve on a normal basis for at least one academic year.
3. Ordinarily, sabbatical leaves will be granted for a period equal to one-half of the recipient's annual contract term at normal compensation, or for the full annual contract term at one-half normal compensation for both full- and part-time faculty. Faculty members who are considering a sabbatical leave for the full annual contract term, at one-half normal compensation, should contact Human Resources regarding the impact this may have on their retirement program.
4. During the period of sabbatical leave, the recipient will be permitted, with the approval of the president or designee, to accept, in addition to the compensation received from the university, grants, awards, contracts, fellowships or other compensation or stipends as may be related to the approved sabbatical leave project. The recipient may also accept compensation for consulting services rendered during the sabbatical leave, provided that such services do not exceed those allowed by **Salisbury University's Policy on the Conflict of Commitment/Interest**, and that they do not interfere with the approved sabbatical leave project.
5. All benefits and privileges of faculty members who are on sabbatical leave will continue during the period of the leave. These include, for example, employee benefits, merit increases, and opportunities for promotion.

## **Procedure**

1. Faculty applying for sabbatical leave obtain two forms from the Faculty Handbook: the Sabbatical Form Part A-Application and Sabbatical Leave Form Part B-Final Report that appear in Appendix G. Faculty members initiate their applications by completing Part A that when finally approved will be open to public review. They retain Part B for submission within six months following sabbatical leave.
2. Completed applications (Part A) are submitted to the applicant's department chair two semesters in advance of the proposed leaves. The deadline is August 1 for fall sabbatical leaves and March 15 for spring sabbatical leaves. For example, the deadline for a fall 2005 sabbatical would be August 1, 2004 and the deadline for a spring 2006 sabbatical would be March 15, 2005.
3. Department chairs recommend or do not recommend sabbatical leave applications. (In the event that the applicant is a department chair, the dean of the school will make a recommendation about the sabbatical application.) If a sabbatical application receives a recommendation from the department chair, it is forwarded to the dean of the school who then recommends or does not recommend the sabbatical leave application. Recommended sabbatical leave applications that have been received by the chairs by August 1 are forwarded to the Faculty Welfare Committee by September 15, and recommended sabbatical leave applications that have been received by the chairs by March 15 are forwarded to the Faculty Welfare Committee by May 1.
4. The Faculty Welfare Committee assesses the academic value of sabbatical leave applications with endorsement or non-endorsement no later than November 15 for fall leaves and June 1 for spring leaves. In the event that the committee is unable to endorse the application, the Chair will provide an explanatory comment. Recommendations of the Faculty Welfare Committee are forwarded to the provost and applicant faculty are notified in writing by the committee of completion of these steps.
5. Applications for sabbatical leave are recommended or not recommended by the provost and approved or disapproved by the president of the University by January 1 for fall sabbatical leaves and August 1 for spring sabbatical leaves. Upon approval of sabbatical leaves, the president of the university notifies applicants, their department chairs and the Faculty Welfare Committee.
6. When faculty have completed a sabbatical leave, they submit the completed original of Sabbatical Leave Form Part B-Final Report to their chair who signs it acknowledging its receipt and forwards it to the dean of the school. The dean signs, forwards it to the Faculty Welfare Committee whose chair signs and sends it to the provost. The provost sends the document to the President for its final signature. Completed Sabbatical Leave Forms Part B must be submitted to the department chair by October 15 for spring sabbaticals and March 15 for fall sabbaticals. This policy also allows that for a change in circumstances since the initial application a faculty member may request an extension of a previously approved one semester sabbatical to one year at half-pay. Approval of such a request is at the sole discretion of the Dean and Chair.

**(BOR II - 2.00)**

**Human Resources, revised August 11, 2000**  
**Faculty Senate, revisions approved March 2002**  
**Provost, revisions approved August 2002**  
**Faculty Senate, revisions approved December 2003**

**Revised 10/7/02, 9/03, 3/04**

**II – 2.01: Policy On Professional And/Or Research Leave For Faculty Members  
Engaged Exclusively Or Primarily In Library Services (Approved by the BOR, 4/7/00)**

**SALISBURY UNIVERSITY IS IN THE PROCESS OF DEVELOPING THIS POLICY. ALL QUESTIONS SHOULD BE FORWARDED TO JUDY FISCHER, ASSOCIATE DIRECTOR OF THE BLACKWELL LIBRARY.**

The President of an institution may grant professional and/or research leaves to faculty members engaged exclusively or primarily in library services. The primary purpose of such leaves is to provide an opportunity for a librarian to conduct scholarly work or to engage in applied research which will increase the librarian's value to the institution or enhance the reputation of the institution.

1. To be eligible for professional and/or research leave, a full-time librarian shall have been granted permanent status and must have been in active service with the institution as a librarian for a period of at least six years prior to an initial leave being granted. A full-time librarian must remain on active service with the institution for an additional period of at least six years to become eligible for a subsequent professional leave and/or research. A part-time librarian shall have been granted permanent status and shall have completed six or more years of at least half-time service. Ordinarily, a leave of absence without pay shall not be regarded as service to the institution for purposes of determining eligibility for professional and/or research leave.
2. Ordinarily, professional and/or research leave will be granted for one-half of the recipient's annual contract period at his or her normal compensation or for the full annual contract period at one-half normal compensation for both full- and part-time librarians.
3. Ordinarily, as a condition for receiving professional and/or research leave, the recipient shall agree to return promptly to the institution at the termination of the leave and to serve on his or her normal basis for at least one full annual contract period.
4. During the period of professional and/or research leave, the recipient will be permitted, with the approval of the President or designee, to accept, in addition to the compensation he or she receives from the institution, such grants, awards, contracts, fellowships, or other compensation or stipends as may be related to the approved professional and/or research leave project.
5. While on professional and/or research leave, the recipient may accept compensation for consulting services rendered during the professional and/or research leave, provided that such services shall not exceed those allowed by the University System Policy on Professional Commitment of Faculty and that they do not interfere with his or her approved professional and/or research leave project.
6. All benefits and privileges of a librarian on professional and/or research leave shall continue in the same manner as if he or she were not on such leave, i.e., accrual of sick leave, for promotion, merit raises, and other benefits. Such a leave period shall not be regarded as service to the institution for purposes of determining eligibility for a subsequent professional and/or research leave.
7. Each institution shall develop procedures and criteria for approval of and funding for professional and/or research leave, including the requirement of a summary report on professional and/or research activities by the librarian. These procedures and criteria shall be filed with the Office of the Chancellor.

**Replacement for: BOR VII-2.15-POLICY ON LIBRARIANS (Section on Professional Leave) (BOR II – 2.01)**

## **II – 2.10: Policy on Terminal Leave for Faculty**

- I. Terminal leave is leave of absence with pay extending over a period which terminates on the effective date of faculty member's resignation from his employment with the institution.
- II. Under special circumstances terminal leave may be granted by the university president, as a means of encouraging early retirements or to avoid or assist in a retrenchment effort in accordance with the following provisions:
  - A. Only full-time tenured faculty members are eligible for such leave for a period not to exceed twelve months.
  - B. Faculty on terminal leave:
    1. Remain employees of Salisbury University and are subject to all policies of the University and of the Board of Regents.
    2. Receive the annual salary that would have been accorded for remaining at the institution that year.
    3. Retain eligibility for all benefits normally associated with full-time (or where applicable, half-time) employment with the exception of annual leave.
    4. Are not required to perform duties of any kind during the period of leave unless otherwise stipulated.
  - C. Once terminal leave is approved, the faculty member must agree in writing to the conditions of the leave, waiving all claims arising out of employment other than those specified in this policy and waiving all claims to subsequent employment at the institution.

**(BOR II - 2.10)**

## II – 2.20: Policy on Leave Without Pay for Faculty

### Leave of Absence Without Pay

A leave of absence without pay, for purposes of study, to serve as an exchange faculty member, or for other purposes, may be granted to a faculty member who has been on active, full-time service with the university/college for a period of at least three years. The president may modify the three-year requirement in unusual circumstances.

1. The faculty member applying for a leave of absence without pay must submit at least six months prior to the start of the proposed leave period, a formal written request to the president of the university, setting forth clearly the reasons for the proposed absence.
2. The written request, if approved by the president, is then forwarded to the University System Board of Regents for the approval together with an endorsement to the effect that the services of the faculty member can be spared during the leave period.
3. Leave of absence without pay generally shall not exceed a period of one year. In special circumstances, with the approval of the Board, this leave of absence may be extended an additional year.
4. The Maryland State Retirement System provides that a faculty member on leave of absence without pay loses time of service to the State, except for a faculty member on leave without pay for military service. The faculty member on leave of absence without pay, in order not to lose service to the State, may pay directly to the Retirement System, in a lump sum, the retirement contribution, with interest, upon return from leave.
5. If the time of leave is to be credited to the accrual of the faculty member's requirements for tenure, it should only be done with the approval of the president and University System of Maryland Board of Regents.
6. Other privileges, benefits and opportunities of a faculty member on leave of absence without pay, shall be granted only upon recommendation of the university president with the approval of the University System of Maryland Board of Regents.

(BOR II - 2.20)

## **II – 2.30: Policy on Accident Leave and Creditable and Non-Creditable Sick Leave for Faculty Members**

In the matter of accident leave and creditable and non-creditable sick leave for faculty, Salisbury University operates under **BOR II - 2.30 UNIVERSITY SYSTEM OF MARYLAND POLICY ON ACCIDENT LEAVE AND CREDITABLE AND NON-CREDITABLE SICK LEAVE FOR FACULTY MEMBERS** which is reproduced in full below.

### **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 ensuring 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 maternity leave.
- 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.
- B. Once instruction is under way, 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.
- C. 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.
- D. Collegially supported sick leave is not credited toward retirement and cannot be carried over to a subsequent fiscal year.
- E. 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.
- F. 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.
- G. 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 of the 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.

B. Sick Leave Creditable as a Retirement Benefit

1. 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.
2. 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** on the following page, do not accrue sick leave creditable as a retirement benefit.
3. 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.

#### IV. Reporting

- A. Each faculty member, regardless of the source of funding or retirement system in which he or she is enrolled, who is employed at least 50 percent of the 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.

#### V. 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, he or she 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, he or she 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.

**(BOR II 2.30)**