

TABLE OF CONTENTS

General Information – ii

Introduction - ii

Chapter 1 – Administration - ii

Chapter 2 – Appointment, Rank, Tenure and Promotion - ii

Chapter 3 – Faculty Leave - iii

**Chapter 4 – Faculty Compensation, Workload, Benefits, Awards
and Personnel Policies - iii**

Chapter 5 – Travel - iv

Chapter 6 – Academic Integrity - iv

Chapter 7 – Research - iv

Chapter 8 – Graduate Education - v

Chapter 9 – Student Advising and Registration - v

Chapter 10 – The Classroom - v

Chapter 11 – Curriculum - vi

Chapter 12 – Adjunct and Consulting Faculty - vi

Chapter 13 – Appendices - vi

TABLE OF CONTENTS

General Information

Introduction

Chapter 1: Administration (UPDATED)

University System of Maryland – 1-2

Constituent Institutions -1-2

Bylaws, Policies and Procedures – 1-2

USM Faculty Council – 1-2

Salisbury University – 1-2

Mission Statement – 1-2

University Administration – 1-14

Administration of Academic Program – 1-15

Governance – 1-15

Academic Freedom – 1-16

Academic Calendar – BOR III-5.00 – 1-18

Role of Faculty in the Development of Academic Policy - BOR II-3.00 – 1-18

Chapter 2: Appointment, Rank, Tenure and Promotion (PENDING)

Appointment, Rank and Tenure BOR II-1.00 – 2-2

Academic Credentials BOR II-1.02 – 2-26

Concurrent Faculty and Administrative Appointments BOR II-1.03 – 2-26

Roles and Responsibilities of Department Chairs SU – 2-27

Appeals to Terminate Tenured or Tenure-Track Faculty BOR II-1.04 – 2-29

Full-time, Non-Tenure Track Instructional Faculty BOR II-1.05 – 2-30

Part-time, Non-Tenure Track Instructional Faculty BOR II-1.06 – 2-32

Employment of Adjunct Faculty BOR II-1.07 – 2-34

Part-time Tenure Track and Part-time Tenured Faculty BOR II-1.10 – 2-37

Part-time Library Faculty BOR II-1.11 – 2-37

Comprehensive (“Post-Tenure”) Review BOR II-1.19 – 2-37

Evaluation of Performance BOR II-1.20 – 2-39

Compensation BOR II-1.21 – 2-40

Faculty Appointment Letters or Contracts BOR II-1.22 – 2-41

Salary Disclosure SU – 2-41

Faculty Workload Policy BOR II-1.25 – 2-41

Professorship BOR II-1.30 – 2-43

Emeritus Professorship SU – 2-44

Consulting Faculty SU – 2-44

Appointment, Rank, Tenure and Promotion (continued)

- Professional Commitment BOR II-3.10 – 2-44
 - Board of Regents – 2-44
 - Salisbury University – 2-46
- Teaching Outside the University BOR 3 II-3.20 – 2-46
- Student Grievance Policy SU – 2-46
- Faculty Grievance Policy (BOR II-4.00) – 2-48
- Employment of Members of the Same Family (Nepotism) BOR VII-2.10 – 2-51
- Retrenchment BOR II-8.0 – 2-52
- Salary Advances BOR VII-4.30/SU – 2-56
- Moving Expenses BOR VII-4.40 – 2-56
- Tuition Remission for Faculty and Staff BOR VII-4.10 – 2-57
- Tuition Remission for Spouses/Dependent Children BOR VII-4.20 – 2-58
- Attendance and Admission to University-Sponsored Events SU – 2-59

Chapter 3 – Faculty Leave (UPDATED)

- Sabbatical Leave for Faculty & Professional and/or Research Leave for Faculty Members Engaged Exclusively or Primarily in Library Services BOR II-2.00-01 – 3-2
- Terminal Leave BOR II-2.10 – 3-4
- Leave Without Pay BOR II-2.20 – 3-4
- Accidental Leave BOR II-2.30 – 3-5
- Sick Leave see Accidental Leave on page 3-5
- Family and Medical Leave BOR II-2.31 – 3-6
- Annual Leave BOR II-2.40 – 3-11
- Jury Service BOR II-2.50 – 3-12

Chapter 4 – Faculty Compensation, Workload, Benefits, Awards and Personnel Policies (UPDATED)

- Faculty Compensation
 - Compensation for Faculty - BOR II-1.21 - 4-2
 - Salary Disclosure – SU - 4-3
 - Faculty Workload - BOR II-1.25 - 4-3
- Faculty Benefits
 - Salary Advances - BOR VII-4.30/SU - 4-5
 - Payment of Moving Expenses - BOR VIII-16.00 - 4-5
 - Tuition Remission/Reimbursement for Staff & Faculty - BOR VII-4.10 - 4-6
 - Tuition Remission for Spouses & Children of Faculty & Staff - BOR VII-4.20 - 4-7
- Faculty Awards and Honors
 - Regents Professorship - BOR II-1.30 - 4-8
 - USM BOR Faculty Awards – SU - 4-9
 - USM Elkins Professorship – SU - 4-9
 - Distinguished Faculty Awards – SU - 4-9
 - Fulbright & Leave for Other Prestigious Awards – SU - 4-9
- Personnel Policies
 - Professional Commitment - BOR II-3.10 - 4-9
 - Teaching Outside the University by Full-Time Faculty - BOR II-3.20 - 4-10

Faculty Compensation, Workload, Benefits, Awards and Personnel

Policies (continued)

Employment of Members of the Same Family “Nepotism” - BOR VII-2.10 - 4-10

Attendance & Admission to University-Sponsored Events – SU - 4-10

Affirmative Action & Equal Opportunity - BOR VI-1.00 - 4-11

Non-Discrimination on Sexual Orientation - BOR VI-1.05 - 4-11

Sexual Misconduct & Gender-Based Discrimination Policy - BOR VI-1.60 - 4-11

Prohibiting Non-Sex Based Discrimination – SU - 4-12

Inclusive Language – SU - 4-12

Violence and Extremism - BOR VI-1.10 - 4-13

Alcohol at Events Sponsored by SU/University-Related Organizations – SU - 4-13

Drug-Free Workplace Policy - BOR VII-1.10 - 4-13

Smoking Policy – SU - 4-14

Campus Policy on Storage - SU - 4-14

Policy Regarding Pets in Campus Buildings - SU - 4-15

Miscellaneous University Policies

Electronic Mail Services Acceptable Use Policy - SU – 4-15

Acceptable Use of Computing and Electronic Resources - SU – 4-17

Advertising - BOR VI-3.00 – 4-19

Inspection of Public Records - BOR VI-5.00 – 4-20

Use of Physical Facilities for Public Meetings - BOR VI-4.10 – 4-20

Background Check Policy and Procedures - SU/BOR VII 1.15 – 4-20

Public Records Containing Sociological Information - SU/BOR VI-14.00 – 4-23

Waiver of Tuition & Other Privileges for MD Senior Citizens - BOR VIII-2.30 – 4-24

Chapter 5 – Travel (UPDATED)

Accounts Payable and Travel Regulations (SU) – 5-2

Travel Reimbursement SU – 5-2

Reimbursement Rates BOR VIII-11.10 – 5-2

State-Owned Vehicles SU – 5-3

Chapter 6 – Academic Integrity (PENDING)

Institutional Rights and Responsibilities BOR III-1.00 – 6-2

Arbitrary and Capricious Grading – 6-8

Student Academic Misconduct Policy SU – 6-8

Scholarly Work Misconduct BOR III-1.10 – 6-8

Conflict of Interest in Research and Development BOR III-1.11 – 6-9

Board of Regents – 6-9

Salisbury University – 6-9

Standards for the Conduct of Scientific Research – 6-13

Chapter 7 – Research (UPDATED)

Establishment and Review of Centers and Institutes BOR IV-1.00 – 7-2

Solicitation and Acceptance of Sponsored Projects BOR IV-2.00 – 7-3

Human Subject Research Committee BOR IV-2.10 – 7-4

Research (continued)

- Classified and Proprietary BOR IV-2.20 – 7-4**
- Intellectual Property SU – 7-4**
- Copyrights (see Intellectual Property policy or see BOR IV-3.10)**
- Patents (see Intellectual Property policy or see BOR IV-3.00)**
- Technology-Mediated Instructional Material – 7-4**
- Administration – 7-4**

Chapter 8 – Graduate Education Policies (UPDATED)

- Graduate Council SU – 8-2**
- Graduate Education BOR III-7.10 – 8-5**
- Graduate Student Concurrent Inter-institutional Registration BOR III-2.41 – 8-7**
- Bachelors/Masters Program BOR III-2.20 – 8-7**
- Graduate Assistantships and Fellowships BOR III-7.11 – 8.7**

Chapter 9 – Student Advising and Registration (UPDATED)

- Academic Advising BOR III-2.50 – 9-2**
- Inter-Institutional Registration BOR III-2.40 – 9-2**
- Registration Eligibility BOR III-2.30 – 9-3**
- Summer/Winter Sessions BOR III-2.10 – 9-4**
- Continuing Education BOR III-2.00 – 9-5**
- Credit for Competency-Based Education and Prior Learning BOR III-1.41 – 9-5**
- Clemency BOR III-1.30 – 9-5**
- Student Waivers SU – 9-6**
- Classification of Undergraduate Students BOR III-6.40 – 9-7**
- Students called to Military Active Duty BOR V-7.00 – 9-7**
- Community Service BOR V-6.00 – 9-8**

Chapter 10 – The Classroom (PENDING)

- Classroom Responsibilities: SU – 10-2**
 - Syllabus – 10-2**
 - Textbook Policy – 10-3**
 - Research in the Classroom – 10-3**
 - Special Student Needs – 10-3**
 - Field Trips – 10-3**
 - Changes in Schedules and Classrooms – 10-3**
 - Rosters and Ghost Policy – 10-3**
- Closing Due to Inclement Weather – 10-5**
- Cancellation of Classes and Release of Employees – 10-5**
- Religious Observances BOR III-5.10 – 10-4**
- Confidentiality of Student Records BOR III-6.30 – 10-4**
- Duplicating Classroom Materials SU (web-site only) – 10-4**

Chapter 11 – Curriculum (PENDING)

- Undergraduate Curriculum Approval Guide ([Web Site](#)) - 11-2**
- Technology Fluency SU - 11-2**
- Numbering Courses BOR III-6.10 - 11-3**
- Degree Requirements: BOR III-7.00 - 11-3**
 - Minors - 11-4**
 - Major Modifications/New Program Development - 11-4**
 - Approved Curriculum – (Undergraduate/Graduate) - 11-4**
 - Awarding of Honorary Degrees - 11-5**
- New Academic Programs (No new resources required) BOR III-7.01 - 11-4**
- Abolition of Existing Programs BOR III-7.02 - 11-5**
- Off-Campus Programs BOR VIII-2. 61 - 11-5**

Chapter 12 – Adjunct and Consulting Faculty (PENDING)

- Frequently Asked Questions - 12-2**
- Part-Time, Non-Tenured Track Instructional Faculty – 12-3**
- Employment of Adjunct Faculty - 12-5**
- Consulting Faculty - 12-9**
- Adjunct Faculty Caucus - 12-9**

Chapter 13 – Appendices (PENDING)

- Candidate Selection Protocol – 13-3**
- Request to Fill a Faculty/Librarian Positions – 13-4**
- Faculty/Librarian Position Advertising Ad Template – 13-5**
- Reference Checking Guidelines – 13-7**
- Equal Employment Opportunity (EEO): Statistical Information – 13-8**
- Equal Employment Opportunity: Guidelines – 13-9**
- Checklist for Faculty Search Expenses – 13-13**
- Candidate Interview Form – 13-15**
- Affirmative Action Recruitment (EEO) Report – 13-17**
- Visa Overview for Employment – 13-21**
- Sample Letters of Appointment for New Faculty – 13-25**
- Checklist of Required Materials for Faculty Promotion – 13-33**
- Checklist of Required Materials for Faculty Tenure – 13-37**
- Faculty Welfare Committee Grievance Procedures – 13-39**
- Sample Memorandum of Understanding – 13-40**
- Sabbatical Leave Form – 13-41**
- Conflict Exemption Disclosure – 13-45**
- Policies and Procedures for School Curriculum Committee – 13-47**
- Guidelines, Procedures and Deadlines for Awarding of Foundation Grants - 13-51**
- Internal Review Form for Contracts and Grant Proposals – 13-52**
- Use of the University’s Working Fund – 13-53**

Appendices (continued)

Establishing Departmental Committees for Promotion and Tenure – 13-55

Salary Information Request Form – 13-56

Evaluation Form for Tenured and Tenure Track Faculty – 13-57

Justification Form for Tenured and Tenure Track Faculty – 13-58

Evaluation Form for Full-Time, Non-Tenure Track Faculty – 13-59

Evaluation Form for Part-Time, Non-Tenure Track Faculty – 13-60

Academic Integrity Violation Incident Report – 13-61

Library Faculty Ranks – 13-62

Criteria for Rank, Promotion, and Permanent Status – 13-63

Dossier Contents and Responsibilities – 13-65

Calendar of Key Dates – 13-67

**Application Form and Dossier Content Checklist/ Library Faculty Application
Form for Promotion/Permanent Status – 13-68**