

**Faculty
as
Employee**

Academic Freedom

PN 2.023

Approved by University System of Maryland Chancellor, August, 1990

Frostburg State University is committed to the belief that each faculty member is a professional person and is therefore the individual best qualified to judge all materials relating to the conduct of his/her classes. Policies concerning class attendance, textbook selection and teaching methods are the prerogative of the faculty member. In those cases where the department chairperson and faculty members of a department have agreed upon a uniform textbook for multiple sections of a particular course and/or have agreed upon course and program objectives, the faculty member is expected to cooperate with his/her departmental colleagues. The department chairperson and members of each department are free to initiate academic procedures they consider most suitable to their special discipline, provided such procedures are not in conflict with general university goals and objectives or regulations and procedures relating to academic policies and procedures or to academic dishonesty. Academic policy and overall standards affecting degree requirements emanate from the faculty through the deliberations of the standing governance committees and are proposed by the Senate to the President.

Academic freedom is the freedom to teach, both in and outside the classroom, to research and conduct other scholarly or creative activities, and to publish or otherwise disseminate the results of those investigations, and to address any matter of institutional policy or action whether or not as a member of an agency of institutional governance. Faculty should also have the freedom to speak to any matter of social, political, economic, or other interest to the larger community, subject to the academic standard of conduct applicable to each. Academic responsibility implies the faithful performance of professional duties and obligations, the recognition of the demands of scholarly enterprise, and the candor to make it clear that when one is speaking on matters of public interest, one is not speaking for the institution.

FSU Faculty Statement on Academic Freedom, Renewal, and Tenure

(Adapted from the AAUP Statement on Academic Freedom, Renewal, and Tenure)

The purpose of this statement is to promote public understanding and support of academic freedom and tenure and agreement upon procedures to assure them in colleges and universities. Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition. The word "teacher" as used in this document is understood to include the investigator who is attached to an academic institution without teaching duties.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

Tenure is a means to certain ends; specifically: (1) Freedom of teaching and research and of extramural activities and (2) a sufficient degree of economic security to make the profession attractive to men and women of ability. Freedom and economic security, hence, tenure, are indispensable to the success of an institution in fulfilling its obligations to its students and to society.

1. Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
2. Teachers are entitled to freedom in the classroom in discussing their subjects, but they should be careful not to introduce into their teaching controversial matter, which has no relation to their subjects. The intent of this statement is not to discourage what is "controversial." Controversy is at the heart of the free academic inquiry, which the entire statement is designed to foster. The passage serves to underscore the need for the teachers to avoid persistently intruding material, which has no relationship to their subjects.
3. College or university teachers are citizens, members of a learned profession, and officers of educational institutions. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As persons of learning and as educational officers, they should remember that the public may judge their profession and their institutions by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not institutional spokespersons.

If the administration of a college or university believes that a teacher has not observed the admonitions of Paragraph (3) of the section on Academic Freedom and believes that the extramural utterances of the teacher have been such as to raise grave doubts concerning fitness for his/her position, it may proceed to file charges under the FSU Policy on Dismissal for Cause. In pressing such charges, the administration should remember that teachers are citizens and should be accorded the freedom of citizens. In such cases the administration must assume full responsibility, and organizations such as the American Association of University Professors and the Association of American Colleges are free to investigate.

The controlling principle is that faculty members' expressions of opinion as citizens cannot constitute grounds for dismissal unless they clearly demonstrate unfitness for the position. Extramural utterances rarely bear upon faculty members' fitness for their positions. Moreover, a final decision should take into account the faculty member's entire record as a teacher and scholar.

As members of their community, professors have the rights and obligations of any citizen. They measure the urgency of these obligations in the light of their responsibilities to their subjects, to their students, to their profession, and to their institution.

When they speak or act as private persons, they should avoid creating the impression that they speak or act for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

Both the protection of academic freedom and the requirements of academic responsibility apply not only to the full-time probationary as well as to the tenured teacher but also to all others such as part-time faculty and teaching assistants/associates who exercise teaching responsibilities.

Institutional Regulations on Appointment, Tenure, and Permanent Status

These regulations are designed to enable Frostburg State University to protect academic freedom and tenure/permanent status and to assure academic due process. The principles implicit in these regulations are for the benefit of all who are involved with or are affected by the policies and programs of the institution. The University is a marketplace of ideas, and it cannot fulfill its purposes of transmitting, evaluating, and extending knowledge if it requires conformity with any orthodoxy of content and method. In the words of the United States' Supreme Court, "Teachers and students must always remain free to inquire, to study and to evaluate, to gain new maturity and understanding; otherwise our civilization will stagnate and die."

1. Statement of Terms of Appointment

- a. The terms and conditions of every appointment to the faculty will be stated or confirmed in writing, and a copy of the appointment document will be supplied to the faculty member. Any subsequent extensions or modifications of an appointment, and any special understandings, or any notices incumbent upon either party to provide, will be stated or confirmed in writing and a copy will be given to the faculty member.
- b. With the exception of contractual (non-tenure track) or special appointments clearly limited to a brief association with the institution or reappointments of retired faculty members on special conditions, all full-time faculty appointments are one of two kinds: (1) probationary appointments; or (2) appointments with continuous tenure or permanent status.
- c. Except for faculty members who have tenure or permanent status, every person with a teaching, library, or research appointment of any kind will be informed each year in writing of the appointment and of all matters relative to eligibility for the acquisition of tenure/permanent status.
- d. In addition to the official appointment letter, each new faculty member will receive a copy of the Frostburg State University Faculty Handbook, which includes University System of Maryland - wide policies and procedures approved by the Board of Regents relating to faculty rights and responsibilities and all Frostburg State University policies and procedures relating to faculty rights and responsibilities, as approved by the President of Frostburg State University and the Chancellor of the University System of Maryland.
- e. The provisions of the USM policy on Appointment, Rank, and Tenure of Faculty, paragraphs I.C.1-.15, and the terms described in the faculty member's contract, constitute the contractual agreement between the faculty member and the University.
- f. The faculty member shall be subject to all applicable policies and procedures duly adopted or amended from time to time by the University or the University System of Maryland including but not limited to, policies and procedures regarding annual leave, sick leave, sabbatical/professional leave, leave of absence, outside employment, patents and copyrights, scholarly and professional misconduct, retirement, reduction, consolidation or discontinuation of programs and criteria on teaching, scholarship and service. Except as provided in paragraph (e) above, such policies and

procedures are not incorporated into the faculty member's contractual agreement with the University and are subject to change.

2. Probationary Appointments

- a. Probationary appointments may be for one year or for other stated periods subject to reappointment. The total full-time service prior to the acquisition of continuous tenure/permanent status will not exceed seven years. Upon the recommendation of the department/library, the appropriate College Dean/Library Director, and the Provost, credit may be given for previous full-time (or equivalent) service with the rank of instructor or higher in other institutions of higher learning and/or for full-time (or equivalent) contractual service to this University. The terms of the appointment shall be stated in the initial letter of appointment. Scholarly leave of absence for one year or less will count as part of the probationary period as if it were prior service at another institution, unless the individual and the institution agree in writing to an exception to this provision at the time the leave is granted.
- b. The faculty member will be advised, at the time of initial appointment, of the substantive standards and procedures generally employed in decisions affecting reappointment and tenure/permanent status. Any special standards adopted by the faculty member's department, college, or library will also be transmitted. The faculty member will be advised of the time when decisions affecting reappointment or tenure/permanent status are ordinarily made and will be given the opportunity to submit material believed to be helpful to an adequate consideration of the faculty member's circumstances.
- c. Appointments to the rank of full-time Instructor are for a term not to extend beyond the end of the fiscal year during which the appointment becomes effective. Appointments to all other ranks not specifically mentioned in the first sentence of II.A.1 of the University System of Maryland Appointment, Rank, and Tenure Policy and all part-time appointments are for a term not to extend beyond the end of the fiscal year unless otherwise stipulated in the appointment letter. An appointment to the rank of full-time Instructor will be renewed automatically for the second year and succeeding years unless the appointee is notified in writing to the contrary by March 1 during the first year of service and by December 15 during the second year and succeeding years of service.
- d. Regardless of length of appointment, FSU evaluates all full-time, non-tenured and non-permanent status faculty each year. These evaluations serve as a basis for a decision on annual reappointment.
- e. Subject to any special conditions specified in the contract or appointment letter, full-time appointments to the rank of Assistant Professor shall be for an initial term of one to three years. The first year of the initial appointment shall be a probationary year, and the appointment may be terminated at the end of that fiscal year if the appointee is so notified by March 1. In the event that the initial appointment is for two years, the appointment may be terminated if the appointee is so notified by December 15 of the second year. These dates should be adjusted appropriately if the appointment starts at a nonstandard date. After the second year of the initial appointment, the appointee shall be given one full year's

notice if it is the intention of the institution not to renew the appointment. If the appointee does not receive timely notification of non-reappointment, the initial appointment shall be extended for one additional year. An initial appointment may be renewed for additional one, two, or three year terms. Except as set forth in paragraph f. below, an appointment to any term beyond the initial appointment shall terminate at the conclusion of that additional term unless the appointee is notified in writing that the appointment is to be renewed for another term allowable under University System policies or the appointee is granted tenure/permanent status. Such appointments may be terminated at any time in accordance with I.C.6-12 of the University System of Maryland Policy on Appointment, Rank, and Tenure of Faculty and of the FSU Institutional Regulations on Appointment, Tenure, and Permanent Status (2 a-i).

- f. A full-time faculty member seeking tenure whose appointment is extended to a full six years shall receive, no later than during that sixth year, a formal review for tenure and to the rank of Associate Professor. A full-time library faculty member seeking permanent status whose appointment is extended to a full six years and having achieved the rank of Librarian II shall receive, no later than during that sixth year, a formal review for permanent status. A Librarian II faculty member may also receive a formal review for promotion to Librarian III if they have three years of experience at a level comparable to the rank of Librarian II at FSU. The faculty member shall be notified in writing, by the end of the appointment year in which the review was conducted, of the decision to grant or deny tenure/permanent status and/or grant or deny promotion to the rank of Associate Professor/Librarian III. Notwithstanding anything in paragraph e. to the contrary, a full-time faculty member who has been notified that tenure/permanent status has been denied, shall be granted an additional and terminal one-year appointment in that rank, but barring exceptional circumstances, shall receive no further consideration for tenure/permanent status.
- g. Full-time appointments or promotions to the rank of Associate Professor/ Librarian III or Professor/Librarian IV require the written approval of the chief executive officer of the institution. An Associate Professor/Librarian III or Professor/Librarian IV who is appointed without tenure/permanent status shall receive a formal review for tenure/permanent status no later than the time specified in the initial appointment letter. Notification timelines shall be consistent with the USM policy on Appointment, Rank, and Tenure of Faculty.
- h. Promotions to the rank of Associate Professor/Librarian III or Professor/Librarian IV carry immediate tenure/permanent status. Appointments carrying tenure or permanent status may be terminated at any time as described within the University System of Maryland's policy on Appointment, Rank, and Tenure of Faculty.
- i. When a department/Library recommendation not to renew an appointment has first been reached, the faculty member involved will be informed of that recommendation in writing by the Department Chair¹; the faculty member will be advised upon request of the reasons that contributed to the recommendation. The faculty member may request reconsideration by the Department/Library, and may submit a written rebuttal to the next level.

¹ With the exception of the Retrenchment Policy, any reference to Department Chairs also applies to Associate Library Directors.

Timeline for Reappointment Decisions²

NOTE: A recommendation is defined as a yes or no recommendation in writing with a rationale. A report is a compilation of recommendations.

If listed date falls on Saturday, Sunday, a legal holiday, or other day during which the University is closed, the next working day after the listed date is considered the deadline.

First-Year Faculty

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| January 22 | Department Chair sends recommendation of Department/Library Review Committee and/or Department Chair to the Dean/Library Director and Faculty Member on Reappointment of First-Year Faculty. |
| January 29 | Faculty Member may send written rebuttal to Dean/Library Director against Department's/Library's First-Year Reappointment recommendation. |
| February 6 | College Dean/Library Director sends recommendation to Provost and Faculty Member on Reappointment of First-Year Faculty. |
| February 13 | Faculty Member may send written rebuttal to Provost against Dean's/ Library Director's First-Year Reappointment recommendation. |
| February 20 | Provost sends report to President on Reappointment of First-Year Faculty. Informs Faculty Member of recommendation. |
| March 1 | President notifies First-Year Faculty of Reappointment decision ³ . |

Second-Year Faculty*

** Also applies to Instructor and Librarian I ranks in second/subsequent year*

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| October 30 | Department Chair sends recommendation of Department/Library Review Committee and/or Department Chair to the Dean/Library Director and to the Faculty Member on Reappointment of Second-Year Faculty. |
| November 8 | Faculty Member may send written rebuttal to Dean/Library Director against Department's/Library's Second-Year Reappointment recommendation. |
| November 15 | College Dean/Library Director sends recommendation to Provost and Faculty Member on Reappointment of Second-Year Faculty. |

² A third-and subsequent-year faculty member who receives a notice of non-reappointment shall be entitled to an additional and terminal one-year appointment for the succeeding academic year.

³ This process is contingent on completion of earned doctorate or terminal degree by the end of the spring semester of the academic year (May 31). Under special circumstances, the faculty member, their chair, their dean, and the provost may sign an agreement allowing extra time to complete their doctorate/terminal degree.

- November 22 Faculty Member may send written rebuttal to Provost against Dean's/Library Director's Second-Year Reappointment recommendation.
- November 29 Provost sends report to President on Reappointment of Second-Year Faculty. Informs Faculty member of recommendation.
- December 15 President notifies Second-Year Faculty of Reappointment decision.

Third- and Subsequent-Year Faculty*

** Applies only to Assistant Professor/Librarian II ranks and above*

- March 13 Department Chair sends recommendation of Department/Library Review Committee and/or Department Chair to the Dean/Library Director and the Faculty member on Reappointment of Third/Fourth/Fifth-Year Faculty.
- March 20 Faculty Member may send written rebuttal to Dean/Library Director against Department's/Library's Third/Fourth/Fifth-Year Reappointment recommendation.
- April 17 College Dean/Library Director sends recommendation to Provost and Faculty Member on Reappointment of Third/Fourth/Fifth-Year Faculty.
- April 24 Faculty Member may send written rebuttal to Provost against Dean's/ Library Director's Third/Fourth/Fifth-Year Reappointment recommendation.
- May 1 Provost sends report to President on Reappointment of Third/Fourth/Fifth-Year Faculty. Informs Faculty Member of recommendation.
- June 30 President notifies Third/Fourth/Fifth-Year Faculty of Reappointment decision.

FSU Policy On The Employment of Full-Time, Non-Tenure-Track Faculty

Approved by Faculty Senate, April 2015

Purpose

This Frostburg State University (FSU) policy on the employment of full-time, non-tenure track (FTNTT) instructional faculty implements and fully complies with the University System of Maryland (USM) policy II-1.05, *Policy on the Employment of Full-Time, Non-Tenure-Track Instructional Faculty in the University System of Maryland*.

Applicability and Definition of Full-Time, Non-Tenure-Track Instructional Faculty

USM policy II-105 and this FSU policy only apply to FSU faculty members (i) who are employed full-time, (ii) who are neither tenured for eligible for tenure, (iii) whose responsibilities are primarily or exclusively in the instructional program.

Percent of Effort

Frostburg State University ordinarily expects FTNTT instructional faculty to teach between seven to eight courses per year, depending on the nature of the instructional assignment. Assignment of a fifth course in a given semester will constitute a course overload for which the instructor must be paid at a rate established by the University.

Rank

Frostburg State University confers the Board of Regents approved rank of Lecturer for all FTNTT instructional faculty.

Policy

A. Search

1. Credentials: The University's form, *Non-Tenure-Track Instructional Faculty: Employment Responsibilities and Credentials* must be fully completed and signed by the appropriate department chair and academic dean prior to the start of the hiring process to fill a FTNTT instructional faculty position. The academic department and the college are to retain a copy of the form in their personnel files.
2. Search Procedures: The Office of the Provost working closely with the college deans will ensure that the search procedure used by academic departments or units include the verification of credentials and reflect the commitment of Frostburg State University and the University System of Maryland to equal opportunity and affirmative action.

B. Hiring

1. Contracts and Letters of Appointment: Each FTNTT instructional faculty member shall be provided a written contract or formal letter of appointment prior to the beginning of the assignment, which includes:
 - a. a statement that the appointment is full-time
 - b. academic rank
 - c. length of appointment
 - d. time of service
 - e. salary
 - f. whether or not the appointment is renewable
 - g. nature of the assignment
 - h. benefits, (see below, Section C.8. b.)
 - i. performance evaluation policies and procedures
2. Information for Faculty: Upon signing a contract or otherwise accepting an appointment, the FTNTT instructional faculty member will receive access, electronically or in print, to the University's Non-Tenure-Track Faculty Handbook and the University's Faculty Handbook.'
3. Terms of Employment: Normally, initial contracts shall be for a period of one academic year. Subsequent contract may be for longer terms, not to exceed three years. Notice of non-renewal shall be provided in accordance with Board of Regent 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 University shall provide each FTNTT instructional faculty member with the support it determines to be necessary for the execution of the appointee's duties, including the following:
 - a. Information on the college and department's policies, requirements, learning outcomes, 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 timeframes of class meetings;
 - c. Assistance in the ordering of textbook(s) for the course(s) and ancillaries for the text(s), if these are not otherwise selected by the department, plus necessary office supplies;
 - d. A University email account along with access to a computer for their individual use, plus access to on-campus computing facilities; and
 - e. For FTNTT instructional faculty teaching face-to-face an/or blended classes on campus, support will also include:
 - i. Telephone or other voice access, as appropriate;
 - ii. Copying services for course materials;
 - iii. Appropriate space for meeting with students during scheduled office hours.
2. The chair of the academic department must certify that all listed and required support was provided to FTNTT instructional faculty members working in the department by completing and signing the University's form: *Non-Tenure-Track Instructional Faculty: Department Resources Provided*.
3. Professional Development: Professional development opportunities for FTNTT instructional faculty shall be supported to the extent feasible, and may include invitations to departmental, college, and University external faculty development events, and providing financial support for attending professional conferences when funding permits.

D. Teaching Assignments:

1. The appointing department/unit shall provide FTNTT instructional faculty with reasonable and adequate notice of projected teaching assignments prior to the start of classes. Notice of 45 days is suggested.
2. The chair of the academic department must certify the number of days prior to the start of class a salaried, FTNTT faculty member was notified of a teaching appointment by completing the University's form Non-Tenure Track Instructional Faculty: Departmental Notice of Teaching Assignment.

E. Performance Evaluation:

1. The department chair or designee is solely responsible for evaluating the performance of FTNTT instructional faculty on a regular schedule, including the evaluation of all teaching.
2. This evaluation will be guided by criteria set forth by the University.
3. The Provost will assure that each college has in place approved written procedures for evaluating FTNTT instructional faculty performance on a regular schedule, as required by USM Policy II-1.20.

4. Full-time, non-tenure-track instructional faculty evaluations and related documents shall be kept on records in personnel file within the academic department and shall be consulted when decisions about promotion, compensation, and subsequent appointments are made.

F. Grievance and Appointment Rights:

1. Grievance Procedure: With the exception of those policies and procedures that relate to the appointment, rank and tenure of tenured and tenure-track faculty, FTNTT instructional faculty shall have available the same grievance procedures as all other faculty, consistent with the USM Policy on Faculty Grievances, II-4.00 and FSU Policy on Faculty Grievance Procedure.
2. Process Related to the Termination of FTNTT Instructional Faculty: All FTNTT instructional faculty members shall have the opportunity for an informal hearing at the level of the appropriate dean's office before termination of an appointment within the term of the faculty member's contract. The University may remove the FTNTT instructional faculty member from the classroom, while continuing to pay the faculty member, pending the outcome of the hearing.
3. Subsequent Appointments. The decision whether to re-appoint a FTNTT instructional faculty after the term of the faculty member's contract remains within the discretion of the University provided that the decision was not made for unlawful reasons or in retaliation for the faculty member's exercise of grievance rights or shared governance activities.

G. Faculty Participation:

1. Participation in the Campus Community: Full-time, non-tenure-track instructional faculty members shall be integrated into the scholarly, intellectual, academic, and social life of the department or unit.
2. Shared Governance Participation: Full-time non-tenure track instructional faculty member are invited to attend meetings of the Faculty Assembly and the Faculty Senate. Non-tenure-track faculty members are allotted two seats on the Faculty Senate.
3. The election procedures outlined in the Charter of the Faculty Senate also apply to the non-tenure-track faculty positions. Non-tenure-track instructional faculty serving on the Senate have the same rights, privileges, and duties as tenured and tenure-track faculty serving on the Senate.

H. Compensation and Benefits:

1. The University will make every effort to make FTNTT instructional faculty compensation professionally appropriate and competitive to the extent allowed by available fiscal resources.
2. FTNTT instructional faculty contracts and letters of appointment shall include a written statement of benefits available to the appointees. Appointee shall be provided with access to relevant BOR policies governing the provision of benefits to USM faculty and staff.

At a minimum, the university shall provide each of the following benefits, or its equivalent, to FTNTT instructional faculty:

a. Health Benefits

- i. FTNTT instructional faculty who are not on regular faculty lines that provide a state subsidy for health benefits may enroll in the State health benefits program consistent with COMAR 17.04.13.04(B)(2)

- ii. The University shall reimburse a faculty member who enrolls in the State health benefits plan for the cost of individual coverage, less the amount of the premiums that would be paid by a faculty member on a regular faculty line to receive comparable health benefits in the State health benefits program.
- b. Retirement Benefits
- i. Fall 2008 Semester: FTNTT instructional faculty with ten or more consecutive years of full service before the Fall 2008 semester, who are not on regular faculty lines that provide either an employer contribution to or service credit for participation in a State-sponsored retirement or pension plan, shall be entitled to a payment of 7.25% of annual salary in lieu of an employer contribution to or service credit for a State-sponsored retirement or pension plan.
 - ii. Fall 2009 Semester: FTNTT instructional faculty with six or more consecutive years of service as of or after the Fall 2009 semester, who are not on regular faculty lines that provide either an employer contribution to or service credit for participation in a State-sponsored retirement or pension plan, shall be entitled to a payment of 7.25% of annual salary in lieu of an employer contribution to or service credit for a State-sponsored retirement or pension plan.
- c. USM Benefits: FTNTT instructional faculty shall be eligible for the benefits listed below, subject to the terms of the policy cited.
- 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)
- d. Institutional Benefits: A list of institutional benefits available to FTNTT instructional faculty appears in the faculty contract or letter of appointment.
- i. Full-time, non-tenure-track instructional faculty shall be ineligible for sabbatical leave or for transitional terminal leave, regardless of length of service.

FSU Policy On The Employment of Salaried Part-Time, Non-Tenure-Track Faculty

Approved by Faculty Senate, April 2015

Purpose

This Frostburg State University (FSU) policy on the employment of salaried part-time, non-tenure track (PTNTT) instructional faculty implements and fully complies with the University System of Maryland (USM) policy II-1.06, Policy on the Employment of Salaried Part-Time, Non-Tenure-Track Instructional Faculty in the University System of Maryland.

Applicability and Definition of Salaried Part-Time, Non-Tenure-Track Instructional Faculty

USM policy II-1.06 and this FSU policy only apply to FSU faculty members (i) who are employed on a less than full-time basis, (ii) who are neither tenured for eligible for tenure, (iii) whose responsibilities are primarily or exclusively in the instructional program, and (iv) who are compensated on a salary basis.⁴

Percent of Effort

The percent of effort of salaried PTNTT instructional 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.

Rank

Frostburg State University confers the Board of Regents approved rank of Lecturer for all salaried PTNTT instructional faculty.

Policy

A. Search

1. **Credentials:** The University's form, Non-Tenure-Track Instructional Faculty: Employment Responsibilities and Credentials must be fully completed and signed by the appropriate department chair and academic dean prior to the start of the hiring process to fill a FTNTT instructional faculty position. The academic department and the college are to retain a copy of the form in their personnel files.
2. **Search Procedures:** The Office of the Provost working closely with the college deans will ensure that the search procedure used by academic departments or units include the verification of credentials and reflect the commitment of Frostburg State University and the University System of Maryland to equal opportunity and affirmative action.

B. Hiring

1. **Contracts and Letters of Appointment:** Each salaried PTNTT instructional faculty member shall be provided a written contract or formal letter of appointment prior to the beginning of the assignment, which includes:
 - a. academic rank

⁴ PTNTT instructional faculty who are compensated on a per-course basis are "adjunct faculty" under USM policies and are not included in this policy. Adjunct faculty members are covered instead by USM Policy II-1.07, *Policy On the Employment of Adjunct Faculty in The University System of Maryland* and FSU Policy on *The Employment of Adjunct Faculty*.

- b. length of appointment
 - c. time of service
 - d. percent of full-time and salary
 - e. whether or not the appointment is renewable
 - f. nature of the assignment
 - g. benefits, (see below, Section C.8. b.)
 - h. performance evaluation policies and procedures
 - i. explanations of the implications of the cancellation of a course before the start date
2. Information for Faculty: Upon signing a contract or otherwise accepting an appointment, the salaried PTNTT instructional faculty member will receive access, electronically or in print, to the University's Non-Tenure-Track Faculty Handbook and the University's Faculty Handbook.
3. Terms of Employment: Normally, initial contracts shall be for a period of one academic year. Subsequent contract may be for longer terms, not to exceed three years. Notice of non-renewal shall be provided in accordance with Board of Regent 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 University shall provide each salaried PTNTT instructional faculty member with the support it determines to be necessary for the execution of the appointee's duties, including the following:
 - a. Information on the college and department's policies, requirements, learning outcomes, 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 the ordering of textbook(s) for the course(s) and ancillaries for the text(s), if these are not otherwise selected by the department, plus necessary office supplies;
 - d. A University email account along with access to on-campus computing facilities; and
2. For salaried PTNTT instructional faculty teaching face-to-face an/or blended classes on campus, support will also include:
 - a. Telephone or other voice access, as appropriate;
 - b. Copying services for course materials;
 - c. Appropriate space for meeting with students during scheduled office hours.
 - d. Department/unit computer access
3. University Form: The chair of the academic department must certify that all listed and required support was provided to salaried PTNTT instructional faculty members working in the department by completing and signing the University's form, Non-Tenure-Track Instructional Faculty: Department Resources Provided.
4. Professional Development: Professional development opportunities for salaried PTNTT instructional faculty shall be supported to the extent feasible. This support may include

invitations to departmental, college, and University external faculty development events, and providing financial support for attending professional conferences when funding permits.

5. Teaching Assignments: The appointing department/unit shall provide salaried PTNTT instructional faculty with reasonable and adequate notice of projected teaching assignments prior to the start of classes. Notice of 45 days is suggested.
 - a. The chair of the academic department must certify the number of days prior to the start of class a salaried, PTNTT faculty member was notified of a teaching appointment by completing the University's form Non-Tenure Track Instructional Faculty: Departmental Notice of Teaching Assignment.

D. Performance Evaluation: The department chair or designee is solely responsible for evaluating the performance of salaried PTNTT instructional faculty on a regular schedule, including the evaluation of all teaching.

1. This evaluation will be guided by criteria set forth by the University.
2. The Provost will assure that each college has in place approved written procedures for evaluating salaried PTNTT instructional faculty performance on a regular schedule, as required by USM Policy II-1.20.
3. Salaried part-time, non-tenure-track instructional faculty evaluations and related documents shall be kept on records in personnel file within the academic department and shall be consulted when decisions about promotion, compensation, and subsequent appointments are made.

E. Grievance and Appointment Rights:

1. Grievance Procedure: With the exception of those policies and procedures that relate to the appointment, rank and tenure of tenured and tenure-track faculty, salaried PTNTT instructional faculty shall have available the same grievance procedures as all other faculty, consistent with the USM Policy on Faculty Grievances, II-4.00 and FSU Policy on Faculty Grievance Procedure.
2. Process Related to the Termination of PTNTT Instructional Faculty: All salaried PTNTT instructional faculty members shall have the opportunity for an informal hearing at the level of the appropriate dean's office before termination of an appointment within the term of the faculty member's contract. The University may remove the PTNTT instructional faculty member from the classroom, while continuing to pay the faculty member, pending the outcome of the hearing.
3. Subsequent Appointments. The decision whether to re-appoint a salaried PTNTT instructional faculty after the term of the faculty member's contract remains within the discretion of the University provided that the decision was not made for unlawful reasons or in retaliation for the faculty member's exercise of grievance rights or shared governance activities.

F. Faculty Participation:

1. Participation in the Campus Community: salaried part-time, non-tenure-track instructional faculty members shall be integrated into the scholarly, intellectual, academic, and social life of the department or unit.
2. Shared Governance Participation: salaried part-time non-tenure track instructional faculty members are invited to attend meetings of the Faculty Assembly and the Faculty Senate. Non-tenure-track faculty members (FTNTT, salaried PTNTT, and Adjunct instructional faculty) are allotted two seats on the Faculty Senate. The election procedures outlined in the Charter of the Faculty Senate also apply to the non-tenure-track faculty positions. Non-tenure-track instructional faculty serving on the Senate have the same rights, privileges, and duties as tenured and tenure-track faculty serving on the Senate.

G. Compensation and Benefits:

1. The University will make every effort to make salaried PTNTT instructional faculty compensation professionally appropriate and competitive to the extent allowed by available fiscal resources.
2. A written statement of the benefits available to the appointee must appear in the appointment letter or contract. Appointees shall be provided with access to relevant University System of Maryland Board of Regents (BOR) policies governing the provision of those benefits to USM faculty and staff.
3. USM Benefits: salaried PTNTT instructional faculty shall be eligible for the benefits listed below, subject to the terms of the policy cited.
 - a. Tuition remission for faculty member (See USM Policy VII-4.10);
 - b. Tuition remission for dependents (see USM Policy VII-4.20);
 - c. Family and medical leave (see USM Policy II-2.31);
 - d. Annual leave (see USM Policy II-2.40);
 - e. Earned sick leave (see USM Policy II-2.30);
 - f. Collegial sick leave (see USM Policy II-2.30)
 - g. Personal leave (see USM Policy II-2.40);
 - h. Leave for jury service (see USM Policy II-2.50);
 - i. Leave without pay (see USM Policy II-2.20).
4. Institutional Benefits: A list of institutional benefits available to salaried PTNTT instructional faculty appears in the faculty contract or letter of appointment.
 - a. Salaried full-time, non-tenure-track instructional faculty shall be ineligible for sabbatical leave or for transitional terminal leave, regardless of length of service.

FSU Policy On The Employment of Adjunct Faculty

Approved by Faculty Senate, December 2011

A. Purpose

This Frostburg State University (FSU) policy on the employment of adjunct faculty implements and fully complies with the University System of Maryland (USM) policy II-1.07, *Policy on the Employment of Adjunct Faculty in the University System of Maryland*.

B. Applicability and Definition of Adjunct Faculty

USM policy II-107 and this FSU policy only apply to Adjunct Faculty. Under USM policy II-107, adjunct faculty members at Frostburg State University are:⁵

1. employed to provide instructional services;
2. neither tenured or eligible for tenure; and
3. appointed to teach specific courses and compensated on a course-by-course basis.

C. Categories of Adjunct Faculty

For the purposes of this policy, adjunct faculty shall be designated as one of the following:

1. Adjunct Faculty I: All adjunct faculty, except those faculty members who meet the criteria for designation by the University as “Adjunct Faculty II”;
2. Adjunct Faculty II: Adjunct faculty members who are determined by the University to have a consistent record of high-quality instruction. Frostburg State University shall consider granting Adjunct Faculty II status to adjunct faculty members who meet the following criteria:
 - a. have established a record of teaching of at least 36 credits or more over at least three years at Frostburg State University;
 - b. are supported by a series of high-level performance evaluations over the course of at least twelve full-semester courses at Frostburg State University; and
 - c. upon written request (*Application for Rank of Adjunct Faculty II* form) by the faculty member to the department chairperson, the department chairperson and college dean will provide a written recommendation to the Provost to grant Adjunct II status.

⁵ Part-time, non-tenure track (PTNTT) instructional faculty who are appointed to salaried positions are not included as “Adjunct Faculty” for the purposes of the USM policy, and are covered instead by USM Policy II--1.06-*Policy on the Employment of Salaried Part-Time, Non-Tenure Track Instructional Faculty in the University System of Maryland* and the FSU Policy on the Employment of Salaried Part-Time, Non-Tenure-Track Instructional Faculty. Full-time, non-tenure track (FTNTT) are covered by USM Policy II—1.05- *Policy on the employment of Full-Time, Non-Tenure Track Instructional Faculty in the University System of Maryland* and the FSU Policy on the Employment of Full-Time, Non-Tenure-Track Instructional Faculty.

D. Recruitment and Selection of Adjunct Faculty

Faculty status and related matters are primarily a faculty responsibility; this includes, but is not limited to searches and appointments of all faculty members. Departments/Units may designate that the department chair handle the recruitment and selection of adjunct faculty.

1. Specification of Appropriate Credentials: The University's form *Non-Tenure-Track Instructional Faculty Employment: Responsibilities and Credentials* must be fully completed and signed by the appropriate department chair and academic dean prior to the start of the hiring process to fill an adjunct faculty position. The department, the college, and other appropriate offices should retain a copy of the form in their personnel files.
2. Search Procedures: To ensure compliance with University hiring procedures, the Office of Human Resources *Recruitment Authorization Request* form must be fully completed and signed prior to the start of the hiring process to fill an adjunct faculty position at or above 50 percent of the standard instructional workload for full-time non-tenure-track instructional faculty.⁶

E. Professional Development and Working Conditions

1. Support for Teaching: The University shall provide each adjunct faculty member with the support it determines to be necessary for the execution of the appointee's duties, which may include access through the institution's website or other electronic resources, including the following:⁷
 - a. information on the college and department's policies, requirements, learning outcomes 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 the selection of textbook(s) for the course(s) and ancillaries for the text(s), if these are not otherwise selected by the department;
 - d. a University email account along with access to on-campus computing facilities; and
 - e. or adjunct faculty teaching face-to-face classes on campus;
 - i. telephone or other voice access, as appropriate;
 - ii. necessary office supplies;
 - iii. copying services for course materials; and
 - iv. appropriate space for meeting with students during scheduled office hours.

⁶ The standard workload of full-time non-tenure-track FSU faculty is 7 to 8 courses per academic year.

⁷ See USM Policy II—1.07

2. The chair of the academic department must certify that all listed and required support was provided to each adjunct faculty member working in the department by completing and signing the University's Non-Tenure-Track Instructional Faculty: Departmental Resources Provided.
3. Professional Development: Professional development opportunities for adjunct faculty shall be supported to the extent feasible, and may include invitations to departmental, college, University, and external faculty development events.
4. Performance Evaluation: The department chair or designee is solely responsible for evaluating the performance of adjunct faculty on a regular schedule, including the evaluation of all teaching. This evaluation will be guided by criteria set forth by the University. The Provost and Vice President will ensure that each college has in place approved written procedures for evaluating adjunct faculty performance on a regular schedule, as required by USM Policy II-1.20.
 - a. Department chairs shall evaluate the teaching by adjunct faculty in a manner that identifies high-level performance, according to University and departmental standards.
 - b. Adjunct faculty evaluations and related documents shall be kept on record in a personnel file within the academic department and shall be consulted when decisions about promotion, compensation, and subsequent appointments are made.

F. Appointment and Assignment

1. Contracts and Letters of Appointment: Each adjunct faculty member, including both Adjunct Faculty I and Adjunct Faculty II, shall be provided a written contract or formal letter of appointment prior to the beginning of the assignment, which includes:
 - a. position title
 - b. contract term
 - c. per-course compensation
 - d. description of the assignment
 - e. institutional benefits, if any
 - f. performance evaluation policies and procedures
 - g. explanation of the implications of the cancellation of a course before the start date
2. Provisions for Adjunct Faculty II: After designation as Adjunct Faculty II at the University, a faculty member:
 - a. shall receive a compensation increment of at least 10% of the minimum, annual per-course compensation for adjunct faculty at the University, consistent with State and USM budget policies.
 - b. shall be given priority consideration, to the extent operationally feasible, among adjunct faculty for future teaching assignments in the subjects for which the adjunct faculty member has had consistent instructional experience at the University.
 - c. may be eligible for longer term appointments that assure the adjunct faculty member assignment to a fixed number of classes during the term of the appointment.

1. The designation of a faculty member as Adjunct Faculty II will not prevent the faculty member from competition for or selection into a salaried PTNTT or other faculty position.

G. Teaching Assignments

1. The appointing department shall provide adjunct faculty with reasonable and adequate notice of projected teaching assignments prior to the start of classes. The University has the goal of providing such notice 45 days before the class start date, to the extent feasible. Nothing in this section shall prevent a department from making an adjunct faculty teaching appointment on short notice based on changed circumstances in class enrollments, the availability of resources, or other factors.
 - a. If the University has a fall or spring semester class to which an adjunct faculty member has been assigned that is cancelled less than 30 days prior to the class start date, and has been unable to offer the adjunct faculty member re-assignment to a comparable class, the University shall compensate the adjunct faculty member 10% of the payment amount specified in the contract or appointment letter for that class.
 - b. The chair of the academic department must indicate the number of days prior to the start of class an adjunct faculty member was notified of a teaching appointment by completing the University's form: *Non-Tenure-Track Instructional Faculty: Departmental Notice of Teaching Assignment*.
2. Notice of Policies and Procedures: Upon signing a contract or otherwise accepting an appointment, the adjunct faculty member will receive access, electronically or in print, to the University's Faculty Handbooks and University System of Maryland policies, including those policies explaining benefits for which the adjunct faculty member may be eligible.

H. Compensation and Benefits

1. Compensation: The University will make every effort to make adjunct faculty compensation professionally appropriate and competitive to the extent allowed by available fiscal resources.
2. Benefits: The University may provide designated institutional benefits to adjunct faculty, in either or both of the Adjunct Faculty I or Adjunct Faculty II categories, at the discretion of the president of the University. A written statement of the benefits available to the appointee must appear in the appointment letter or contract.

I. Grievance and Appointment Rights

1. Grievance Procedure: With the exception of those policies and procedures that relate to the appointment, rank and tenure of tenured and tenure-track faculty, adjunct faculty shall have available the same grievance procedures as all other faculty, consistent with the University's policy on Faculty Grievance Procedure and the USM Policy on Faculty Grievances, II-4.00
2. Process Related to the Termination of Adjunct Faculty: All adjunct faculty members shall have the opportunity for an informal hearing at the level of the appropriate dean's office

before termination of an appointment within the term of the faculty member's contract. The University may remove the adjunct faculty member from the classroom, while continuing to pay the faculty member, pending the outcome of the hearing.

3. Subsequent Appointments: The decision whether to re-appoint an adjunct faculty after the term of the faculty member's contract remains within the discretion of the University:
 - a. Consistent with Section VI. B. of this policy.
 - b. Provided that the decision was not made for unlawful reasons or in retaliation for the faculty member's exercise of grievance rights or shared governance activities.

J. Participation in the Campus Community

1. Integration in the Campus Community: Adjunct faculty members shall be invited, to the extent possible, to participate in the scholarly, intellectual, academic, and social life aspects of the department and the University.
 - a. Shared Governance Participation
 - i. Adjunct faculty members are invited to attend meetings of the Faculty Assembly and the Faculty Senate. Non-tenure track faculty members are allotted two seats on the Faculty Senate. The election procedures outlined in the Charter of the Faculty Senate also apply to the non-tenure track faculty positions. Non-tenure track faculty serving on the Senate have the same rights, privileges, and duties as tenured and tenure-track faculty serving on the Senate.
 - ii. Adjunct faculty or their representatives will be given the opportunity to meet with the provost and the vice president for administration and finance at least twice annually. The meetings will be arranged by the Office of the Provost.

In recognition that adjunct faculty are compensated only for course-by-course instructional services, the University shall provide reimbursement for travel and other reasonable expenses, consistent with USM and University travel policies, to each adjunct faculty member who serves on a University-wide shared governance body.

Compensation/Fringe Benefits

PN 3.001

Credit Union

Faculty members are eligible to participate in the State Employees Credit Union of Maryland, Inc., Information concerning the Credit Union and its operations may be obtained from the University's Office of Human Resources. Faculty members are also eligible for membership in the CCSAC Federal Credit Union.

Deductions

Mandatory deductions include Federal Withholding Tax, State and Local Withholding Tax, and FICA. Some retirement options require a 7 percent employee contribution after reaching the social security base rate.

Maryland State Public Employees' Deferred Compensation Plan

State employees may channel a portion of their earnings into a tax-sheltered savings and investment program through the Deferred Compensation Plan. Investment options afforded are: bank savings account, mutual fund, variable annuity, guaranteed fixed annuity, and life insurance. Information may be obtained from the Office of Human Resources.

Medical Insurance

Full-time members of the faculty and their dependents, under certain conditions, are eligible to join a group health insurance plan for employees of the State of Maryland. Medical insurance information is available in the University Office of Human Resources and eligible faculty members may enroll in the program within 60 days of the date of employment. Application forms are provided by the FSU Office of Human Resources as part of the employment processing procedure. Contractual members of the faculty and their dependents, under certain conditions, are eligible for health insurance through State of Maryland group rates.

Retirement and Pensions

Faculty members must select a retirement plan from the Maryland State Retirement Agency or from four Optional Retirement Plans. The Optional Retirement Systems include Aetna, TIAA-CREF, American Century, and VALIC.

Salary Payments

If hired for an academic year, faculty members may choose to exercise either the 21 or 26 salary payments option. If hired for a semester, faculty members will receive ten salary payments. Paydays are biweekly (every other Wednesday) through Direct Deposit. Contact the Payroll Office to enroll.

Social Security

All members of the Faculty are covered by social security.

Survivor Benefit Under Maryland State Retirement System

Survivor benefit is also referred to as a death benefit. Survivor benefit provides financial protection to the employee's designated beneficiary (ies) if the employee dies during active membership. Coverage goes into effect after one year of completed service for non-job related death. The employee is covered from the first day on the job for death in the performance of duty.

Survivor protection remains in effect as long as the employee is on the payroll or on a qualified approved leave of absence.

The survivor benefit is normally a one-time payment equal to the employee's annual salary at date of death plus any member contributions with accumulated interest.

Tax Shelter Annuities

Annuities may be purchased by faculty members through PEBSO (Public Employees Benefit Service Corporation), TIAA-CREF (Teachers Insurance Annuity Association - College Retirement Equity Fund), Aetna, American Century and VALIC. Information is available in the University Office of Human Resources.

Tuition Remission

Tuition remission benefit for employees:

1. Full-time, permanent employees subject to certain restrictions, may:
 - Register for up to two courses (not to exceed eight credits per semester) with tuition remitted at any institution in the University System of Maryland, and
 - Have tuition remitted for spouses and dependent children, as consistent with University System of Maryland Policy.
2. Part-time, permanent employees (working 50% or more), subject to certain restrictions, may:
 - Receive tuition remission for credits proportional to percentage of service (full-time equivalent status), at any institution in the University System of Maryland;
 - Have tuition remitted for spouses and dependent children proportional to percentage of service (full-time equivalent status).

Tuition Remission Benefits for Spouses and Dependent Children of Permanent Employees Hired Before 01/01/90:

Subject to certain restrictions, spouses and dependent children may:

- Receive 100% tuition remission for courses at both the undergraduate and graduate level, and
- Register for courses at any of the institutions of the University System of Maryland.

Tuition Remission Benefit For Spouses And Dependent Children Of Permanent Employees Hired On Or After 01/01/90:

Subject to certain restrictions, spouses and dependent children may:

- Receive 100% tuition remission only on courses toward a first undergraduate degree, and
- Receive 100% tuition remission only if the courses are taken at the institution where the spouse or parent is employed, or
- Receive 50% tuition benefit at other institutions, if the academic program is unavailable at the employing institution and if the president/director or designee of the employing institution approves.

Tuition Remission Benefit for Spouses and Dependent Children of Permanent Faculty and Permanent Staff Whose Period of Employment Began on or After July 1, 1992:

- Tuition remission benefits for the spouses and dependent children of permanent faculty and permanent staff whose period of employment began on or after July 1, 1992 shall, in addition to the restrictions outlined above, be available only after the employee has been in the university service for two years prior to the anticipated date of registration for course work.
- Tuition Remission for Self-Supported Programs (PN 3.028).
- Frostburg State University supports tuition remission for Summer School courses in the University System of Maryland on an intra-and inter-institutional basis.

- All Summer School enrollments are subject to space availability. Individuals exercising tuition remission may not be counted towards the enrollment numbers required to determine faculty pay and course viability.
- This policy shall be administered by the Office of Human Resources consistent with the policies on Tuition Remission for Spouses and Dependent Children of Faculty and Staff and Tuition Remission for Faculty and Staff, consistent with the preceding paragraph.

Unemployment Insurance

On January 1, 1972, the Maryland Unemployment Insurance Law became applicable to institutions of higher education. The law provides for the compulsory setting aside of unemployment reserves to be used for the benefit of persons "unemployed through no fault of their own." Unemployment insurance claims are initiated through the local Economic & Employment Development office.

Workers' Compensation

All faculty members are covered by the Workers' Compensation Law. Persons injured in the course of employment should immediately report to the Campus Police.

Faculty Evaluation

*Approved by Faculty Senate, May, 1998;
Revised December, 2001; Revised May, 2003,
Revised August 2005, Revised May 2010*

Introduction

Academic departments/library carry out faculty evaluation for four purposes:

1. To inform faculty members regarding the degree to which their performance matches Department/College/Library/University expectations;
2. To supply information and guidance to faculty with respect to professional improvement and development;
3. To establish a base of information for future personnel decisions including contract reappointment, tenure/permanent status, and promotion and;
4. To determine annual merit pay increases.

Process: Rationale and Summary

This evaluation procedure is a comprehensive approach to reviewing and evaluating the activities of faculty members within their three major roles. The evaluation allows faculty members to receive greater or lesser emphasis on each of the three major roles reflecting their performance in those roles in a given year. Teaching and Advising (Job Performance for Library faculty members), Professional Development and Achievement, and Service.

While it is not possible or desirable to identify and review all the roles of a faculty member for evaluation purposes, the roles incorporated within this system for Frostburg State University include those identified as being the most important to all faculty and those that could be reviewed efficiently and effectively.

For each major role there are institutional minimum and maximum values (weights) that are derived from the faculty workload guidelines established by the University System of Maryland. These weights (set March 1 through March 5 following the evaluation cycle) reflect the philosophy and mission of Frostburg State University as to the importance of each role within the faculty member’s total set of professional responsibilities. Data gathered for review and evaluation come from students (for teaching faculty members) and from the faculty member. Each rating source—department/library peers, Department Chair, and students, as appropriate—has a pre-established weight to reflect the impact each source has on the evaluation of each faculty role.

On or before February 1, following the annual evaluation cycle, tenured/permanent status faculty members will inform their Department/Library Evaluation Committee and Department Chair to submit either a Complete Evaluation or an Abridged Evaluation.

The minimum and maximum weights allowed in the evaluation system for Teaching and Advising, Professional Development and Achievement, and Service for teaching faculty members are as follows:

<u>Minimum</u>		<u>Maximum</u>
50%	Teaching and Advising	80%
10%	Professional Development and Achievement	30%
5%	Service	25%

The minimum and maximum weights allowed in the evaluation system for Job Performance, Professional Development and Achievement, and Service for library faculty members are as follows:

Minimum		Maximum
50%	Job performance	80%
10%	Professional Development and Achievement	30%
5%	Service	25%

Procedures

The evaluation process is standard across all of the University’s academic departments/Library. The same online Student Evaluation of Instruction instrument is used in all course sections, except Internships and course sections with enrollment of 1 student or fewer. Overload, summer, and intercession course sections will be fully evaluated and included in teaching feedback. The process results in a score, or Overall Rating, which summarizes the faculty member’s performance. Exceptions to the stated faculty evaluations procedures on this and subsequent pages must be reviewed and approved by the Faculty Concerns Committee prior to the beginning of the evaluation cycle.

Implementation of the online Student Evaluation of Instruction instrument will occur beginning in the fall of 2015. A decline in response rate has been noted for some colleges as they begin implementation of online student evaluation of faculty. As such, faculty who were hired prior to this change should not be disadvantaged by this change when being considered for renewal, tenure, and/or promotion.

Implementation of a new Student Evaluation of Instruction instrument with different evaluation statements and procedures will occur beginning in the spring of 2017. Due to the differences between this new instrument and the previous instrument, it may be difficult to directly compare student evaluation scores for faculty before and after the change. As such, faculty who were hired prior to this change should not be disadvantaged by this change when being considered for renewal, tenure, and/or promotion.

Note: Internship instruction will be evaluated according to approved departmental/Library guidelines and evaluation instruments.

Definitions

The Evaluation Cycle begins on January 1 and ends on December 31. However, departments/Library review evaluation guidelines and procedures before the actual start of the evaluation cycle, and prepare the actual evaluation/merit recommendation after the end of the evaluation cycle. Faculty members also seek approval for the evaluation of reassigned time before the evaluation cycle begins.

A Complete Evaluation means preparation of a self-statement with documentation and evaluator review of teaching materials, student responses, professional development and service for the evaluation cycle. A complete evaluation constitutes a comprehensive review according to USM guidelines.

A Comprehensive Review means a complete evaluation conducted according to USM guidelines to fulfill the periodic review requirement for tenured/permanent status faculty members. If a tenured/permanent status faculty member elected to forgo evaluation, the comprehensive review may include data from two, three, or four evaluation cycles.

An Abridged Evaluation means for one, two, three, or four years following a complete evaluation, tenured/permanent status faculty may elect not to submit evaluation materials in the category of teaching/job performance and accept the element ratings from the most recent complete evaluation of such materials. However, tenured teaching faculty must include in the element for *Teaching Performance and Feedback to Students* the current yearly student evaluation score.

Tenured/permanent status faculty must still provide evidence for evaluation in the categories of professional development and achievement and service.

The Element Ratings are derived by multiplying each source rating of an element by its assigned source weight and adding the weighted source scores totaling the weighted Element Rating. For example, the element rating for Professional Development and Achievement component would be computed as follows if the DEC/LEC (75% of component) assigned a source rating of 4 while the Chair (25% of component) assigned a source rating of 5: $4 * .75 + 5 * .25 = 4.25$, the element rating.

The Category Rating is derived by multiplying the Element Rating by the element weight to get the Weighted Element Rating and adding all of the Weighted Element Ratings for the Category. For example, the category rating for Teaching and Advising/Job Performance would be computed as follows if a faculty member received an element rating of 4.25 in Instructional Design, an element rating of 4.13 in Teaching Feedback:

$(4.25 * .50) + (4.13 * .50) = 2.125 + 2.065 = 4.19$, the category rating.

The Overall Rating is the result of multiplying each Category Rating by the category weight chosen by the faculty member for that year and adding the three weighted Category Ratings along with ratings for reassigned time, if appropriate. In cases where the evaluation includes a semester sabbatical/professional leave, the summed weighted category and reassigned time rating are multiplied by .50 and added to sabbatical/ professional leave evaluation multiplied by .50 to determine the overall rating. In the case of a full calendar year sabbatical/professional leave, the overall rating is equal to the sabbatical/professional leave rating. For example, if a faculty member negotiated weights of 70% in Teaching and Advising/Job Performance (evaluated as 4.22), 20% in Professional Achievement (evaluated as 3.5), and 10% in Service (evaluated as 4.0), and completed a one course reassigned time project (evaluated as 5.0) and had a semester sabbatical/professional leave (evaluated as 4.5):

$$\{[4.22 * (.70-.09)] + [3.50 * .20] + [4.0 * .10] + [5.0 * .09]\} * .50 + 4.5 * .50 = \{2.57 + .70 + .4 + .45\} * .5 + 4.5 * .50 = 2.06 + 2.25 = 4.31, \text{ the overall rating.}$$

Faculty Evaluation Schedule

Evaluation must occur for:

1. All part-time non tenure-track faculty members annually;
2. All full-time non tenure-track faculty members annually;
3. All full-time tenure-track faculty members annually (Complete Evaluation);
4. All full-time Library faculty members annually who have not been awarded permanent status (Complete Evaluation);
5. All tenured/permanent status faculty members evaluation in the previous cycle below a 3.0 rating in any category (Complete Evaluation);
6. All faculty members seeking merit pay increases (3.0-5.0), (Complete or Abridged Evaluation) and;
7. All tenured/permanent status faculty members at least once in every five years (Comprehensive Review/Complete Evaluation).

Tenured/permanent status faculty must be evaluated at least once every five years (i.e., a Comprehensive Review conducted according to USM guidelines). The five-year Comprehensive Review cycle starts with the faculty member's last Complete Evaluation (voluntary or mandatory). When evaluated in or before the fifth year, the faculty member must provide evidence for evaluation for the current year and for each of the previous years in which the faculty member elected to forgo evaluation. However, only one overall rating will be calculated for the current evaluation cycle's merit pool.

Two consecutive annual evaluations that indicate a tenured/permanent status faculty member is materially deficient in meeting expectations (below 3.0 overall) shall occasion a mandatory Comprehensive Review (USM Policy on Evaluation of Performance of Faculty 11-1-20).

Tenured/permanent status faculty must submit a Complete or Abridged Evaluation in the year preceding a request for sabbatical/professional and/or research leave. In addition tenured/permanent status faculty must submit a Complete Evaluation in the year preceding a request for a promotion.

For one, two, three, or four years following a Complete Evaluation, tenured/permanent status faculty may elect not to submit evaluation materials in the category of teaching/job performance and accept the

element ratings from the most recent evaluation of such materials. However, tenured teaching faculty must include in the element for *Teaching Performance and Feedback to Student*, the current yearly student evaluation score. Tenured/permanent status faculty opting for this privilege must still provide evidence for evaluation of professional development and achievement and service. Faculty members who choose this option are also eligible for merit. Such an evaluation is considered an Abridged Evaluation.

Departments shall evaluate the teaching of all full-time and salaried part-time non-tenure track and adjunct faculty members on the same basis used to evaluate the teaching of tenured/tenure-track faculty members (student rating forms, free responses, syllabi, and other course materials when appropriate). The Library shall evaluate the job performance of all full-time and part-time faculty members on the same basis use to evaluate the job performance of permanent status faculty members. Departments/Library may design particular evaluation procedures depending on the faculty member's responsibilities in the department/library and the terms of the contract. Evaluations shall be kept on record in department/library personnel files and shall be consulted when decisions are made about salary, and any subsequent contract.

Category Weights

Faculty members with non-standard assignments (reassigned times for Department Chair, department/library projects, research, etc.) will adjust category rates in the following manner: for each three-credit course of reassigned time, the weight typically assigned to teaching will be reduced by 1/8. That portion of service and/or professional development/job performance transferred from teaching and advising, for reassigned duties, will be rated separately from service/professional development ordinarily performed as a faculty member. In such cases, sources, source weights, and elements may also change to reflect the altered faculty role.

Prior to November 1, preceding the upcoming evaluation cycle, those faculty with reassigned time (excluding Department Chairs) will meet with the Chair of their department or the Dean/Library Director (as appropriate) to: (a) describe performance expectations for their reassigned time and (b) establish who will evaluate the performance of their reassigned time duties and the criteria for evaluation. Release time for travel is distinct from reassigned time, and is not evaluated.

For faculty members on sabbatical/professional and/or research leave for one semester of the evaluation cycle, one half of the evaluation weight will be generated through the standard evaluation system, and one half will be based on an evaluation (1.0-5.0) of the work done on the sabbatical/professional and/or research leave. For faculty on sabbatical/ professional and/or research leave for the entire evaluation cycle, the entire merit evaluation will derive from an evaluation of the work done on sabbatical/professional and/or research leave. Each sabbatical/professional and/or research leave will be evaluated using the goals outlined in the sabbatical/professional and/or research leave proposal.

NOTE: The process of evaluating sabbatical/professional and/or research leave performance through the faculty evaluation process is independent of the post sabbatical/ professional and/or research leave report required by the Office of the Provost.

Source Ratings

Faculty members receive Ratings from each rating source (generally a departmentally/library determined evaluator) within each element based on a five level scale (whole numbers only):

5.0	Outstanding Performance
4.0	Above Expectations
3.0	Meets Expectations
2.0	Below Expectations
1.0	Unacceptable Performance

Merit Pay Scale

The Merit Pay scale has twenty-one steps in increments of 0.1, from 3.0 to 5.0. Merit Pay begins at the 3.0 level and increases as a faculty member's overall rating rises to 5.0. There is no merit pay increase for an overall rating below 3.0. Faculty members must score 3.0 or above in all categories to be eligible for merit pay increases.

Merit Pool

Each year the merit pool will be divided as follows: Eighty-five percent (85%) will be retained in the standard merit pool. The standard merit pool will be subdivided into department/library merit pools. Each department/the Library will receive an equal share of the standard merit pool for each faculty member who applied for merit that year. Each department merit pool will then be divided according to the number and overall ratings of faculty members recommended for merit on the Faculty Evaluation Reports produced by the department.

Fifteen percent (15%) will be placed in a Dean's/Library Director's merit pool for each college consistent with the proportion of faculty members from each who applied for merit.

This money will be distributed according to criteria developed by each Dean/Library Director in accordance with the mission and needs of their college and the library. Criteria for distributing the Dean's/Library Director's merit pool will be shared with the faculty members no later than December 15 for the upcoming evaluation cycle. A summary of the distribution (number of awards, range of awards, etc.) will be shared with faculty through department chairs.

Standard and Deans'/Library Director's Merit ratings for year(s) in which there is no merit pay will be banked. Distribution of both merit increments is determined by the total merit points accrued over the banked years. If merit is banked for two years or less, 100% of the total merit points accrued will be awarded the first year merit is available along with the current year's merit points. If merit is banked for three or more years, the total merit points accrued will be divided 50% for the first year is available and 50% the following year merit is available. In this case, the current year's merit will be fully distributed along with the 50% banked merit. This process will continue each year until the banked merit pool is empty.

Responsibilities of the Faculty Concerns Committee, Faculty Members, Students, Department/Library, Department Evaluation Committee/Chair and the Library Evaluation Committee, Department Chair/Associate Library Director, Deans/Library Director, and Provost

Faculty Concerns Committee

The Faculty Concerns Committee will have the responsibility for the Faculty Evaluation Procedures. It will annually review and recommend to the Faculty Senate needed changes in the Faculty Evaluation Procedures. In addition, the Faculty Concerns Committee will review and approve exceptions and amendments to University Evaluation procedures.

The Faculty Concerns Committee will also have the responsibility for ensuring that departments/Library, Department Chairs, and Departmental/Library Evaluation Committees conform to the prescribed evaluation procedures. Faculty members who believe that procedural violations have occurred should bring those issues to the attention of the Faculty Concerns Committee, which may recommend further action to the Dean/Library Director of the relevant college/library.

Faculty Members

1. Faculty members should contribute to the development of Department/Library Evaluation Guidelines within their department/library.
2. Faculty members are responsible for providing the information and materials needed for the Department Evaluation Committee/Library Evaluation Committee and/or Chair to carry out their respective rating responsibilities.
3. Faculty members are responsible for reviewing the DEC/Chair's or LEC/Chair's evaluation of their performance and may submit a written rebuttal to the DEC/Chair or LEC/Chair if they disagree with their assessment. Faculty members also have the opportunity to submit written rebuttals to their College Dean/Library Director and the Provost (with copies of written rebuttals to DEC/Chair or LEC/Chair).

Students

Students will rate faculty members using the common online Student Evaluation of Instruction instrument and common instructions. The first eighteen questions (numbers 1-18) are standard across the university. Additional questions reflecting departmental or program evaluation criteria may be added, so long as they follow the same response format (A-F). The results from the first thirteen questions, which pertain to instructor performance, will be averaged to compile the faculty member's student evaluation score for the evaluation year. Departments may also ask demographic or informational questions. Questions numbered 14 or higher will not be used to calculate the faculty member's student evaluation score, but may still be used by departments or programs in other parts of the faculty evaluation.

(NOTE: Departments will be responsible for analyzing the results from questions numbered 14 or higher, as appropriate).

Department/Library

Faculty members from each department/library will cooperate with the Chair/Associate Library Director (ALD) in establishing a common set of Department/Library Evaluation Guidelines to be used for evaluating department/library members. These should include a description of what evaluation materials (including

self-statements and supporting materials) faculty members in the department/library will be required/permitted to submit in each evaluation category. Department/Library Evaluation Guidelines should conform to the University Evaluation Guidelines outlined below and be forwarded to the Dean/Library Director for approval by November 1 for the upcoming evaluation cycle, if revised by the department/library.

Each department/library shall select one of the following arrangements for conducting evaluations within the department/library. Selection of an evaluation arrangement should be by two-thirds majority vote of tenured/tenure-track faculty members of the department or library faculty members. If a two-thirds majority cannot be reached, then the default arrangement shall be what was done in the previous year by that department/library.

Such arrangements may include:

1. Evaluation by Department Chair/Associate Library Director (ALD) only;
2. Evaluation by DEC/LEC only;
3. Evaluation by the Department Chair/ALD as part of a DEC/LEC;
4. Evaluation by the Department Evaluation Committee/Library Evaluation Committee and the Department Chair/ALD independently; or
5. Departments/Library may design an alternate arrangement with the approval of the Faculty Concerns Committee.

In cases one through three, the entire percentage in each evaluation category will be shifted to the sole evaluator except reassigned-time duties for Department Chairs and activities with multiple evaluators as specified in departmental/library guidelines.

In cases two through four, each department shall establish a Department Evaluation Committee (DEC) and the Library shall establish a Library Evaluation Committee (LEC) consisting of three to five individuals on which all faculty members will eventually serve through rotation if the department is large enough; otherwise, the faculty may establish a standing committee or invite faculty from other departments to serve on the committee.

In case number four, the Department Chair/ALD may not serve both as a member of the Department/Library Evaluation Committee and as an independent evaluator.

When the Department Chair/ALD is evaluated (separate from the department/library evaluation of Chair's/ALD's duties) the department/library will appoint an alternative faculty member to perform the Chair's/ALD's function (if applicable) as evaluator.

The following arrangements for conducting evaluations within the department apply to FTNTT and PTNTT faculty members:

- The department chair or designee is solely responsible for evaluating the teaching of a PTNTT faculty member.
- The teaching of FTNTT faculty members is evaluated using the same procedures applied to tenured and tenure-track faculty members. The FTNTT faculty members may request a formal evaluation in

all three performance categories – teaching, professional development, and service – using the same procedures applied to tenured and tenure-track faculty members.

- Evaluation materials are kept on file and consulted when personnel decisions are made. FTNTT and PTNTT faculty personnel files include all evaluation documents, including student evaluation of instruction ratings.

Department/Library Evaluation Committee/Chair/Associate Library Director

Department

The department-determined evaluator(s) will:

1. review the evaluation materials submitted by each faculty member. In each of the four areas; Instructional Design and Development, Teaching Performance and Feedback, Professional Development and Achievement, and Service, the evaluator will rate the faculty member on the numerical scale of 1-5 (whole numbers only);
2. prepare a brief written justification supporting each element rating for the faculty member;
3. prepare a written assessment of the faculty member's work as an academic advisor for the year.
4. prepare a written assessment of the professional behavior of the faculty member for the year (praiseworthy collegial conduct should be noted as well as problematic professional conduct);
5. respond in writing to any written rebuttals submitted by individual faculty members; and
6. forward the completed Department Evaluation Committee Faculty Evaluation Report to the Department Chair.

Library

The library-determined evaluator(s) will:

1. review the library faculty member's self-statement and materials submitted for the three elements of Job Performance, Professional Development and Achievement, and Service, rating the library faculty member on the numerical scale of 1-5 (whole numbers only) in the elements of each category;
2. prepare a brief written justification supporting each element rating for the library faculty member;
3. prepare a written assessment of the professional behavior of the library faculty member for the year (praiseworthy collegial conduct should be noted as well as problematic professional conduct);
4. respond in writing to any written rebuttals submitted by individual faculty members; and
5. forward the completed Library Evaluation Report to the Associate Library Director.

Department Chair/Associate Library Director

Department Chair

In addition to the responsibilities as a departmentally determined evaluator specified in departmental guidelines, the Department Chair will:

1. ensure that the standard instructions and student evaluation forms are administered to students during the last two weeks of class;
2. oversee the establishment of Department Evaluation Guidelines to be used for evaluating department members the following cycle and insure that each member of the department receives a copy by December 1 prior to the evaluation cycle;
3. forward the DEC Faculty Evaluation Report and/or the Department Chair Faculty Evaluation Report for each faculty member to the Dean, with a copy to the faculty member. Also, complete and submit the Department Faculty Evaluation Summary to the Dean and to Information Services;
4. communicate the results of the departmental evaluation process to each faculty member, preferably in a face-to-face interview and assist the faculty member in development in needed areas; and
5. maintain department files, including student rating results, the faculty member's self-statement, the Department Evaluation Committee Faculty Evaluation Report, the Department Chair Faculty Evaluation Report, the Department Faculty Evaluation Summary and the final contract letter for each full-time faculty member of the department (to be retained for two years after the faculty member terminates employment with FSU).

Associate Library Director

In addition to responsibilities as a departmentally determined evaluator specified in library guidelines, the Associate Library Director will:

1. communicate the results of the library evaluation process to each library faculty member, preferably in a face-to-face interview, and assist the library faculty member in development in needed areas; and
2. forward the LEC Library Evaluation Report and the Associate Library Director's Library Faculty Evaluation Report for each library faculty member to the Library Director, with a copy to the library faculty member. Also, assist the Library Director in completing the Library Faculty Summary for submission to Information Services.

Deans/Library Director

Each Dean will:

1. share responsibility with Department Chairs for establishing and maintaining appropriate professional standards for faculty evaluation within their college by reviewing and approving Department Evaluation Guidelines;

2. be responsible for reviewing the Element Ratings, the Category Rating, the Overall Rating, and the rating justifications for each full-time faculty member;
3. consider written rebuttals from individual faculty members regarding their Faculty Evaluation Report. The Dean should notify the faculty member of the status of their written rebuttal by April 7, with a copy to the DEC and/or the Chair;
4. forward his/her endorsement of the department recommendation for merit level on each faculty member to the Provost; or should the Dean not concur with the Departmental recommendation for merit level, or should a faculty member challenge the evaluation of the Department Evaluation Committee and/or the Chair, or if the Dean's overall rating is different from the department rating, the Dean will forward his/her rating recommendation and the departmental rating recommendation to the Provost, with a copy to the faculty member and the DEC/Department Chair; and
5. develop and disseminate criteria for distributing the Dean's Merit Pool by December 15, prior to the evaluation cycle. In addition, the Dean will provide a report summarizing the distribution of the Dean's Merit Pool including: number of awards, amount of awards, and other relevant information.

Library Director will:

1. share responsibility with the Associate Library Directors for establishing and maintaining appropriate professional standards for faculty evaluation within the Library
2. oversee with the Chair of the Library Evaluation Committee the establishment of Library Evaluation Guidelines to be used for evaluating library faculty members the following year and insure that each library faculty member receives a copy by December 1 prior to the evaluation cycle.
3. be responsible for reviewing the Element Ratings, the Category Rating, the Overall Rating, and the rating justifications for each full-time library faculty member;
4. consider written rebuttals from individual faculty members regarding their Faculty Evaluation Report. The Library Director should notify the faculty member of the status of their written rebuttal by April 7, with a copy to LEC/Associate Library Director;
5. forward his/her endorsement of the Associate Library Director's recommendation for merit level on each library faculty member to the Provost; or should the Library Director not concur with the Library Evaluation Committee and/or Associate Library Director's recommendation for merit level, or should a library faculty member challenge the evaluation of the Library Evaluation Committee and/or the Associate Library Director, or if the Director's overall rating is different from the Library Evaluation Committee and/or Associate Library Director's rating, the Library Director will forward his/her rating recommendation and the Departmental Rating recommendation to the Provost.
6. develop and disseminate criteria for distributing the Library Director's Merit Pool by December 15, prior to the evaluation cycle. In addition, the Library Director will provide a report summarizing the

distribution of the Library Director's Merit Pool including: number of awards, amount of awards, and other relevant information.

7. maintain permanent library faculty files including the library faculty member's self statement, the Library Evaluation Committee Library Faculty Evaluation Report, and the final contract letter for each full-time library faculty member (to be retained for two years after the faculty member terminates employment with FSU).

Provost will:

1. receive and review the recommendations from the Department/Library and the Dean/Library Director;
2. consider written rebuttals from individual faculty members regarding the Dean's/Library Director's merit recommendations. The Provost should notify the faculty member of the status of their written rebuttal by May 1, with a copy to DEC/Chair and Dean or LEC/Associate Library Director and Library Director.
3. be responsible for preparing faculty merit pay recommendations, which he/she will forward to the President; and
4. report a summary of faculty merit pay recommendations to the Faculty Concerns Committee for publication to the faculty. The summary should include:
 - a) total amount of money in the merit pool, the amount in the Standard Merit Pool, and the amount in each Dean's/Library Director's Merit Pool;
 - b) number of faculty who applied for merit, university wide and within each college/library;
 - c) merit share per faculty member assigned to Department/Library Merit Pools;
 - d) distribution of faculty ratings and average category ratings by department and college/library, average Overall Rating for each department, college/library, and for the University; and
 - e) number of written rebuttals to Deans/Library Director, number granted (by college), and total number of recommendations from Deans/Library Director that differed from department/library recommendations.

Description of Faculty Role Model

To prescribe precise evaluation guidelines applicable to every college and department is unrealistic, but the university-wide Faculty Evaluation Guidelines described below identify some of the common elements that would normally be present in outstanding teaching and advising, professional development and service.

Each department is responsible for adapting these general guidelines to its discipline in a way that encourages the development of its faculty's pedagogical and professional abilities. Pursuant to this responsibility, each department will develop specific Departmental Evaluation Guidelines identifying

specific criteria that represent excellence within its discipline. A few examples are provided as models departments may use in developing their guidelines.

Evaluation is divided into three categories: Teaching and Advising, Professional Development and Service. The Teaching and Advising category is further divided into two sub-categories: Instructional Design and Development, and Teaching and Advising Performance and Feedback to Students. Department guidelines should reflect this division and conform to the idea that higher levels of performance should produce a higher overall rating.

Description of Teaching and Advising Category

(Minimum = 50%; Maximum = 80%)

1. Instructional Design and Development (Weight = 50%)

Each department should identify the minimum expectations for a rating of 3.0 for its faculty with regard to amount and type of reading, number and type of assignments, appropriate technologies, advising practices, etc.

Each department should also identify additional structural characteristics of outstanding courses, and best advising practices, and the levels of performance necessary to receive a 4.0 and 5.0 rating.

In general, ratings of 5.0 should indicate consistently high-quality courses, high-quality advising, and some development activities.

The purpose of these guidelines should be developmental and should facilitate diversity in pedagogical approaches.

Common Elements:

1. Course materials and content should be appropriate and supportive of course goals and objectives.

Example: Upper division courses typically require scholarly readings in addition to a core textbook.

2. Examinations, quizzes, and assignments should allow students to demonstrate achievement of course objectives.

Example: Upper division courses include variation in assessment techniques (multiple choice, short answer, and essay) consistent with course objectives.

3. Texts, audio-visual aids, handouts, and other significant materials or equipment should be current and supportive of course objectives.

Example: Courses include extensive teaching aids that clearly contribute to educational goals.

4. Course materials, assessment instruments, and supplemental materials should reflect development of pedagogical skills through experimentation, workshops, scholarship and other activities.

Example: Scholarly activities in pedagogy have led to the enhancement of teaching methods (e.g., attending workshops, presenting papers, and the like).

Example: Significant experimentation in teaching methods contributed to student learning (i.e., simulations, cooperative learning exercises).

5. Advising materials, and interactions with students should promote student success and preparation for future careers.

Example: Development of advising practices based on participation in advising workshops, or conversations with colleagues and students.

Note: Internship instruction will be evaluated according to approved departmental guidelines and evaluation instruments.

2. Teaching and Advising Performance and Feedback to Students (Weight = 50%)

Each department should identify those elements of teaching and advising performance that would qualify a faculty member for a “meets expectations” rating, as well as those that best reflect outstanding teaching within their discipline. These guidelines should identify those characteristics of teaching performance that are most important within their discipline, and encourage faculty to develop these characteristics. Department Evaluation Guidelines should identify the levels of performance necessary to receive a 3.0, 4.0, and 5.0 rating. In general, ratings of 5.0 should indicate consistently high-quality teaching and advising performance and additional dedication to students (e.g. additional time, informal advising, extensive comments, etc.).

Department guidelines should go beyond simply looking at the overall score generated by the Student Evaluation of Instruction Form.

Faculty should:

- specify course objectives, assignments, and expectations;
- demonstrate evidence of planning and the ability to carry it through;
- demonstrate knowledge of and respect for the subject matter;
- encourage student questions and expression of student ideas;
- provide timely and sufficient feedback to students concerning class performance;
- return tests and papers in a reasonable amount of time;
- provide evaluation remarks on written work, such as essays, research papers, projects, and case analyses;
- adhere to University policies regarding syllabi and office hours;
- make students aware of resources such as the academic success network offices and the career center;

- contact advisees to discuss course selection prior to registration;
- help advisees manage their academic plan; and
- orient advisees to timelines for significant events such as standardized exams.

Description of Professional Development and Achievement Category

(Minimum = 10%, Maximum = 30%)

Each department is responsible for developing guidelines to encourage the professional development of its faculty consistent with professional standards of their disciplines and the needs of the college. Higher levels of performance and superior quality of professional work should produce higher evaluations.

Some examples of performance in the areas of professional development and achievement that rate 3.0 (meets expectation) are:

- Active membership in professional organization (e.g., conference attendance, etc.);
- Serving in capacities, such as adjudicator, review, or session moderator, to a local professional organization
- Participating in a publisher's text review;
- Sharing expertise within the discipline (locally or regionally);
- Acting as a journal reviewer;
- Reading in their professional field and presenting evidence of ongoing scholarship in preparation for professional presentation (e.g. workshop, conference paper, and the like);
- Continuing certification in discipline;
- Contributing to the development of instructional materials for K-16 programs;
- Managing a web page; acting as a newsgroup facilitator.

Some examples of individual activities that may rate a 4.0 (above expectations):

- Regional conference leadership role (e.g. paper presentation, discussant, panel organizer, session chair, etc.);
- Published book review;
- Poster presentations at major conferences;
- Writing an external grant application;
- Substantial editorial duties with a scholarly publication;
- Certification, or comparable work, in a new area related to professional career.

Some examples of activities that may rate a 5.0 (outstanding):

- Production of a publication, performance, workshop, or artistic creation that has received some form of favorable peer review and has received at least regional recognition;
- Organization of a major regional or national conference;
- Significant participation in a national or international conference (e.g. paper presentation, workshop);
- Award of an external grant.

Department Evaluation Guidelines should identify the level of performance necessary to receive a 4.0 and 5.0 rating. In general, ratings of 5.0 should indicate quality of professional achievements as well as frequency.

Description of Service Category
(Minimum = 5%, Maximum = 25%)

Standard service occurs at department and college level, earning the faculty member a rating of 3.0, and includes:

- Regular attendance at, and participation in department and college meetings;
- Fulfillment of normal committee assignment;
- Participation in regular departmental and college activities.

Additional service (beyond regular department duties) may earn faculty a 4.0 or 5.0 rating depending on level of contribution to department/college/university/community.

Some examples include:

- Serving on Faculty Senate;
- Serving on University committees or task forces;
- Serving as chair for numerous department committees or supervising department initiatives such as accreditation, major curricula revisions;
- Organizing small conferences or other limited activities that contribute to the University or community;
- Serving major department needs (i.e., newsletter and clubs, chairing committees);
- Chairing active University committees;

- Organizing major conferences or repeated activities that contribute to the university or community.

Department Evaluation Guidelines should identify the level of service necessary to receive a 4.0 and 5.0 rating. In general, ratings of 5.0 should indicate extensive, high quality contributions to service.

Description of Reassigned Time

(% Variable, 1/8 of teaching category per reassigned three-credit course)

That portion of Service and/or Professional Development transferred from Teaching and Advising for reassigned time duties will be rated separately from Service/Professional Development ordinarily performed as a faculty member.

Prior to the beginning of each evaluation cycle, those faculty with reassigned time (excluding service as Department Chair) will meet with the Chair of their home department or the Dean or other administrator (as appropriate) to: (a) describe performance expectations for their reassigned time and (b) establish who will evaluate the performance of their reassigned time duties and the criteria for evaluation.

These criteria should identify the level of performance necessary for a rating of 3.0 (meets expectations), as well as what level of performance would qualify for a higher rating.

In the event that a faculty member's reassigned time duties are evaluated by someone outside the department the evaluation and recommendation for those reassigned time duties are due to the faculty member's Department Chair by February 20.

The Faculty Handbook section (covering Department Chair Policies and Procedures) that describes the role of the Department Chair will take the place of an individual plan for assessment of reassigned time as Department Chair. The Annual Faculty Evaluation System's reassigned time assessment for serving as Department Chair is independent from the Administrative Performance Evaluation of Department Chairs. The evaluation of reassigned time as department chair will be jointly shared by the departmentally determined evaluators (75%) and the Dean/Library Director (25%).

Description of Professional Behavior and Collegiality

Code of Conduct for FSU Faculty

All Frostburg State University faculty members have the right to a safe, healthy, and respectful workplace. They have the right to freely share ideas and advance their careers. All faculty members have the right to free speech and expression. They should have the opportunity to create course content, establish committees, participate in university governance, participate in the appointment and promotion of faculty, elect department chairs, etc. Thus, all members of the Frostburg State University faculty shall abide by the following rules.

Faculty are expected to demonstrate professional behavior to administrators, colleagues, staff, and students.

Faculty members should exhibit the following behaviors that represent professional integrity:

1. Follow all policies and regulations as stated in the USM policies and the Frostburg Faculty Handbook;

2. Demonstrate awareness and recognition of ethical issues related to higher education;
3. Adhere to System policies related to a drug-free workplace;
4. Demonstrate respect for one's own and other's academic freedom within the boundaries of the policies and practices in the university, department, and discipline;
5. Follow confidentiality practices regarding student, personnel, and university information; and
6. Engage in respectful interactions with administrators, colleagues, staff, and students.

Faculty must refrain from demeaning, threatening, intimidating, spiteful, and abusive behavior. They should not exhibit any of the following behaviors or actions towards other faculty members:

1. Unwanted or excessive monitoring;
2. Unwanted physical contact;
3. Language that creates a hostile environment;
4. Sexual harassment or harassment based on age, gender, race, ethnicity, national origin, religion, disability or sexual orientation; and
5. Uncivil behavior that interferes with the working and learning environment (for example: shouting, personal attacks or insults, throwing objects, or other displays of temper).

Description of Library Faculty Role Model

Each of the three categories below contains the descriptions of activities (Elements) that constitute expectations as librarians. Similarly each Element contains specific dimensions that describe the expected activities of all library faculty.

In all three categories the Library Evaluation Committee may justify as equivalent other achievement activities. The elements of each category may include the following but are not limited to:

Description of Job Performance Category

(Minimum = 50%; Maximum = 80%)

1. Demonstrated ability to provide effective library services as evidenced by: (weight = 75%)

Some examples of library service activities rated as 3.0 (meets expectations) include:

- Ability to work effectively with patrons, colleagues, and staff;
- Willingness to adapt to changing trends and technologies in the work environment;
- Effective communication skills, written and oral;

- Demonstrated ability to organize tasks and prioritize activities to accomplish defined goals;
- Willingness to consider suggestions from library clientele concerning services and collections;
- Demonstrated respect for the information needs of library clientele;
- Demonstrated respect for the research process;
- Posts and maintains library service hours;
- Adherence to the tenets of the “Library Bill of Rights.”

Library faculty members rated at the 4.0 or 5.0 levels demonstrate achievement in one or more of these categories substantially beyond what is expected for 3.0 (meets expectations).

2. Demonstrated growth in the theoretical knowledge of academic librarianship as evidenced by: (weight = 25%)

Those rated at the 3.0 level (meets expectations) should meet the following minimal requirements:

- Demonstrated knowledge of and respect for the subject matter;
- Evidence of the acquisition of knowledge/skills in multiple areas of responsibility within the library;
- Knowledge of and respect for the collection(s) that supports academic disciplines.

Library faculty members rated at the 4.0 or 5.0 levels demonstrate characteristics, attitude, and behavior in these categories substantially beyond what is expected of 3.0 rating in Growth in the Theoretical Knowledge of Academic Librarianship.

Some examples of such performance may include the willingness and ability to take on new and more complex responsibility as evidenced by:

- Initiation of new projects or procedures that contribute to departmental/division, library or university goals;
- Participation on library-wide, local, regional and system-wide committees or task groups;
- Leadership and innovation in the development of new services and systems to meet the demands of library clientele;
- Demonstrated evidence of planning and the ability to carry projects through to completion;

- Performance of academic departmental liaison duties beyond basic collection development responsibilities;
- Development of course(s) in the field of information science.

Description of Professional Development and Achievement Category

(Minimum = 10%, Maximum = 30%)

Library faculty members are employed on a 12-month contract and perform their regularly assigned duties during at least a 40-hour week. All professional development activities and achievements are conducted without release time and in addition to their assigned duties.

These contract parameters alter the time opportunities available for professional development and achievement for library faculty.

Below are some examples of performance in the areas of professional development and achievement. Some examples of activities that rate 3.0 (meets expectations) are:

- Proof of active membership in professional organizations (e.g., conference attendance, etc.);
- Proof of attendance or participation in relevant seminars or workshops including those with continuing education credit;
- Sharing knowledge or expertise based on participation in aforementioned professional organizations or activities (e.g., LISTSERVs, workshops, or seminars relevant to the library or archival professions);
- Creation of a new and unique pamphlet or printed guide for public dissemination that improves library service to patrons or provides access to a portion of the Library's collections;
- Maintenance of a subject or service-specific web page on the Library's web site.

The Library Evaluation Committee may add and/or substitute professional activities appropriate to the advancement of the discipline or the development of the library faculty member.

A library faculty member may receive a 4.0 rating for accomplishing more than three of the above activities.

Some examples of individual activities that rate a 4.0 (Above Expectations):

- Published book review;
- Poster presentations at major conferences;
- Service in capacities such as presenter, adjudicator, reviewer, or session moderator or otherwise participating in local, regional, state, national, or international professional organization's conferences/meetings;
- Evidence of ongoing scholarship in preparation for professional presentation (e.g., workshop, conference paper, and the like);

- Assistance to an academic department in the development of a collection or services that support a new or revised course offering or program;
- Demonstration of the attainment of new/complex skills via relevant course work or experience;
- Development of an exhibit/presentation for the library that highlights a specific portion of the collection or which commemorates a significant event;
- Submission of a grant proposal.

The Library Evaluation Committee may add and/or substitute professional activities appropriate to the advancement of the discipline or the development of the library faculty member.

A library faculty member may receive a 5.0 rating for accomplishing more than two of the 4.0 activities.

Some examples of activities that rate a 5.0:

- Regional conference leadership role (e.g., paper presentation, discussant, panel organizer, session chair, etc.);
- Production of a publication, performance, workshop, or artistic creation that has received some form of favorable peer review and has received at least regional recognition;
- Service as a journal reviewer;
- Organization of a regional or national conference, meeting, symposium or workshop;
- Significant participation in local, state, regional, national or international professional associations;
- Achievement of certification or continuing certification in a relevant professional discipline;
- Completion of requirements for a second master's degree;
- Development of a University course in subject area of expertise;
- Award of grant funding.

Description of Service Category

(Minimum = 5%, Maximum = 25%)

Minimum service occurs at division and library level, earning the library faculty member a rating of 3.0. Standard service includes:

- Regular attendance at and participation in department and library meetings;
- Fulfillment of normal committee assignments;

- Participation in regular departmental and library activities, as deemed appropriate;
- Participation in library-wide committees.

Additional service (beyond regular division duties) may earn library faculty a 4.0 or 5.0 rating depending on level of contribution to division/library/university/community.

Some examples include:

- Service on Faculty Senate;
- Service on Faculty Senate Governance Committees, Subcommittees, Ad Hoc, Standing Administrative Advisory Groups, Administrative Ad Hoc Task Groups, Adjudicative or Mandated Committees;
- Significant contribution or leadership on library-wide local, regional and system-wide committees or task groups;
- Service on University ad hoc committees, search committees or task groups
- Involvement in major University activities (e.g., Commencement, History Day, Martin Luther King Convocation, Founders' Day, Earth Day, etc.);
- Steering major library or university initiatives;
- Substantive contribution to the community in a manner that clearly impacts positively on the community, in a role that requires a high level of involvement and time, and in a manner that is clearly related to the library faculty member's professional role.

Description of Professional Behavior and Collegiality Code of Conduct for FSU Library Faculty

All Frostburg State University faculty members have the right to a safe, healthy, and respectful workplace. They have the right to freely share ideas and advance their careers. All faculty members have the right to free speech and expression. They should have the opportunity to create course content, establish committees, participate in university governance, participate in the appointment and promotion of faculty, elect department chairs, etc. Thus, all members of the Frostburg State University faculty shall abide by the following rules.

Faculty are expected to demonstrate professional behavior to administrators, colleagues, staff, and students.

Faculty members should exhibit the following behaviors that represent professional integrity:

7. Follow all policies and regulations as stated in the USM policies and the Frostburg Faculty Handbook;
8. Demonstrate awareness and recognition of ethical issues related to higher education;

9. Adhere to System policies related to a drug-free workplace;
10. Demonstrate respect for one’s own and other’s academic freedom within the boundaries of the policies and practices in the university, department, and discipline;
11. Follow confidentiality practices regarding student, personnel, and university information; and
12. Engage in respectful interactions with administrators, colleagues, staff, and students.

Faculty must refrain from demeaning, threatening, intimidating, spiteful, and abusive behavior. They should not exhibit any of the following behaviors or actions towards other faculty members:

6. Unwanted or excessive monitoring;
7. Unwanted physical contact;
8. Language that creates a hostile environment;
9. Sexual harassment or harassment based on age, gender, race, ethnicity, national origin, religion, disability or sexual orientation; and
10. Uncivil behavior that interferes with the working and learning environment (for example: shouting, personal attacks or insults, throwing objects, or other displays of temper).

Evaluation Timeline

(Dates should normally be interpreted as “not later than.” In the case of dates falling on Saturday, Sunday, or University holidays, the following Monday becomes the deadline.)

Date Chronology:

- * before the evaluation cycle
- ** during the evaluation cycle
- *** following the evaluation cycle

Fall*	Department/Library works to design (refine) its Department/Library Evaluation Guidelines for the following evaluation cycle.
Fall**	Department/Library determines membership of DEC/LEC.
November 1*	Departmental/Library Evaluation Guidelines submitted to the College Dean/Library Director for approval.
November 1*	Faculty member provides Chair with plan to evaluate reassigned time.
November 14*	Dean/Library Director notifies departments/Library of any difficulties with Department/Library Evaluation Guidelines.

December 1*	Approved Department/Library Evaluation Guidelines shared with all faculty members.
December 15*	Dean/Library Director disseminate criteria for distribution of Dean's/Library Director's Merit Pool
December 31**	Evaluation cycle ends.
January 1**	Evaluation cycle begins.
February 1***	Tenured/permanent status faculty members inform the Department/Library Evaluation Committee and the Department Chair to submit a Complete Evaluation or an Abridged Evaluation.
February 20***	Evaluation recommendation and justification for reassigned time are due to Department Chair.
February 21***	DEC/LEC and Chair complete Evaluation of faculty members applying for promotion and provide preliminary copies to such faculty members.
March 1***	Department/Library Evaluation Committee reports completed.
5 Working Days	Materials sent by Chair to Faculty Member.
	Faculty under evaluation shall have the opportunity to review and respond to the DEC/LEC/Chair's appraisal of their activities generated by the process prior to submission to the unit administrator (Dean/Library Director), Faculty choosing to exercise this option shall submit the response(s) to the Department/Library Evaluation Committee/Chair.
Prior to March 20***	Department Chair reviews evaluation reports with Faculty Member.
March 20***	Department Chair forwards: <ul style="list-style-type: none"> 1. Department Faculty Evaluation Report; 2. DEC/LEC Committee Faculty Evaluation Report, and; 3. The Department Chair Faculty Evaluation Report for each faculty member to the Dean/Library Director with a copy to the faculty member.
March 27***	Faculty Member may send to Dean/Library Director written rebuttal against Department's/Library's Evaluation Rating (with a copy to department/library determined evaluators).
April 7***	The Dean/Library Director will consider written rebuttals from individual faculty members regarding their Faculty Evaluation Report and notify the faculty member of the status of their written rebuttal with a copy to the DEC/LEC and/or the Chair.

April 17***	College Dean/Library Director sends report to Provost on Faculty Evaluation/Merit. Informs Faculty Member if Dean's/Library Director's recommendation differs from Departmental/Library Recommendation.
April 24***	Faculty Member may send to Provost written rebuttal against Dean's/Library Director's Merit recommendation.
May 1***	Provost sends Faculty Merit pay recommendations to President. Informs Faculty Member if recommendation differs from the Dean's/Library Director's.
May 8***	Faculty member may send to Faculty Appeals a written rebuttal to the Provost's Evaluation/Merit recommendation (only applicable to faculty who scored less than 3.0 overall).
June 30***	Provost files summary report on Evaluation/Merit with Faculty Concerns Committee.
June 30***	President notifies Faculty Members of Merit decision

Student Evaluation Instrument

Students will use the same digital instrument to evaluate faculty via a web-based software application for all course sections except internships and course sections with enrollment of 1 student or fewer. Internships will be evaluated using separate approved department or program evaluation instruments. Course sections with enrollment of 1 student or fewer will not be evaluated. Students who are listed on the PAWS roster for a course section with an assigned grade of W or WF at the time the instrument becomes available will be ineligible to evaluate that course section.

Students will be informed that the instrument contains statements pertaining to both instructor performance and to student experience in the course. The first thirteen statements on the instrument pertain to instructor performance, and the remaining five statements pertain to student experience. Student responses to the statements pertaining to instructor performance (1-13) will be averaged to compile the student evaluation score to be incorporated into an instructor's numerical rating for Teaching Performance and Feedback to Students as part of the annual Faculty Evaluation process.

As appropriate, departments and/or programs may add additional numerical statements and/or free response questions to the instrument to the needs of those departments and/or programs. Any additional numerical questions shall be considered informational and shall not be included in an instructor's student evaluation score.

A Student Evaluation of Instruction report will be provided for each section to the instructor and department chair. This report will summarize student responses to the statements on the Student Evaluation of Instruction Instrument and provide the student evaluation score for that section and for all sections. Average student evaluation scores for the department, discipline, college, and university may be provided for comparison.

Students will be notified by email that the online evaluation form is open and available to them for each eligible course section. Students will be provided with a link to the survey site, where they will be prompted

to enter their PAWS username and password. Using a Likert scale, students will enter a response to all numerical statements. Responses are anonymous and cannot be connected to the student.

The digital Student Evaluation of Instruction surveys will be made available to students two weeks prior to the scheduled last day of classes. Students will have until 11:00 pm on the last day of classes to complete evaluations. Reminder emails will be sent every other day to students with uncompleted surveys, but participation remains voluntary.

Instructions for Faculty:

Faculty members are encouraged to increase student response rate through one or more of the following methods:

1. setting aside class time when the instructor will not be present for students to complete the evaluation on their electronic devices;
2. communicating the value of the student evaluation of instruction (e.g., by providing examples of how student feedback is used to improve instruction);
3. periodically encouraging and reminding students to complete the surveys; and/or
4. providing information to students about completion rates for course sections.

Faculty members are invited to be creative in adopting other strategies to increase student response rate as long as these strategies do not involve either rewarding or punishing students, such as offering extra credit, waiving or dropping assignments, giving prizes or parties, or withholding grades.

FROSTBURG STATE UNIVERSITY
Student Evaluation of Instruction

Using the following scale, ranging from “(A) Strongly Agree” to “(E) Strongly Disagree” or “(F) Not Applicable,” evaluate the following statements.

Strongly Agree	Somewhat Agree	Neither Agree nor Disagree	Somewhat Disagree	Strongly Disagree	Not applicable
A	B	C	D	E	F

Rate your agreement with the following statements about your instructor for this course:

1. The instructor was well prepared for this course.
2. The instructor demonstrated high expectations for my learning.
3. The instructor effectively delivered course content.
4. The instructor clearly specified course assignments.
5. The instructor demonstrated a genuine interest in the subject matter.
6. The instructor actively encouraged student participation.
7. The instructor displayed an interest in students’ learning and success in the course.
8. The instructor acted professionally in the course and toward all students.
9. The instructor clearly communicated course expectations and grading procedures.
10. The instructor provided appropriate and timely feedback to benefit student learning.
11. The instructor was available outside of class during office hours, by appointment, or as stated in the syllabus.

12. The instructor effectively used course materials and educational resources to enhance instruction.
13. The instructor adhered to the class meeting times and dates, as stated on PAWS and in the syllabus.

Rate your agreement with the following statements about your experience in this course:

14. My level of knowledge in this course content has increased over the semester.
15. My interest in the subject matter has increased as a result of taking this course.
16. My grade in this course was evaluated fairly based on the expectations and procedures stated in the syllabus.
17. I would recommend this course to another student.
18. I would recommend this instructor to another student.

Evaluation of Chairs' Faculty and Administrative Responsibilities

See *Department Chair Policies and Procedures in Section E.*

Faculty Grievance Procedure

Approved by the Faculty Senate 10/1/91

Amended 4/16

The Faculty Grievance Committee shall review conflicts of interest in PHS (Public Health Service)/NSF (National Science Foundation) sponsored activities which cannot be resolved to the satisfaction of the Director of Research and Sponsored Programs. The Committee will also hear grievances in any matter not covered specifically by another grievance procedure.

Faculty members are encouraged to resolve disputes informally whenever possible, but when situations arise that are not resolved, a faculty member has the option to file a formal grievance. This policy shall apply to anyone holding a recognized faculty rank; regardless of tenure/ permanent status or percent time of employment. The University System of Maryland Policy on Faculty Grievances dictates the following exceptions. No complaint shall be reviewed under this faculty grievance procedure if:

1. The complaint pertains to a subject that is reviewable under, or is specifically excluded from review by any other System or institutional policy;
2. The complaint pertains to an official policy, regulation, or procedure of the System or the institution; a decision or action by the Board of Regents, the Chancellor, or the President; or any matter the remedy for which would contravene or interfere with any such official policy, regulation, procedure, decision, or action;
3. The complaint pertains to broad areas of the fiscal management, staffing, or structure of the University System of Maryland or constituent institutions;
4. The resolution of the complaint is not under the control of the institution and/or of the University System;
5. The grievance originally falls under the jurisdiction of the Faculty Appeals Committee; or

6. The grievance originally falls under the jurisdiction of the Equal Employment Opportunity Advisory Group.

For the purposes of this grievance procedure document, the "parties" will be defined as the grievant and the respondent. For the purposes of this grievance procedure document, the "Committee" will be defined as the Faculty Grievance Committee. There are two separate grievance procedures: one for grievances between faculty members pertaining to workplace bullying or other uncivil behavior and one for all other grievances between faculty referred to the Committee.

Hearing Procedures for Grievances between Faculty Members Pertaining to Workplace Bullying or Other Uncivil Behavior

1. If any faculty member alleges cause for grievance with another faculty member in any matter not covered by one or more of the exceptions listed above, he/she may seek resolution through mediation by a Faculty Ombudsperson. The grievant must pursue this resolution pathway before petitioning the Faculty Grievance Committee for redress.

The grievant must select a Faculty Ombudsperson from the publicized list of available Ombudspersons. The grievant reserves the right to select an Ombudsperson from a different College (or Library) than the grievant and the respondent.

2. The grievant confidentially reports the issue(s) to the Ombudsperson, who then seeks to informally mediate between the parties. No records are kept of this mediation process, and participation is kept confidential to just the grievant, the respondent, and the Faculty Ombudsperson. If at any point during the mediation process, the grievant is satisfied, the process stops. If either the grievant or the respondent fails to cooperate, the Faculty Ombudsperson may initiate a formal grievance hearing into the situation by petitioning the Faculty Grievance Committee.
3. Upon completion of the mediation process, the Ombudsperson follows up with the grievant to ensure that the situation has been resolved. If the grievant is satisfied, the process stops.
4. If the grievant is unsatisfied with the outcome of mediation, or if the situation is not resolved as a consequence of the mediation, the grievant may petition to the Faculty Grievance Committee for redress.

The petition will set forth in detail the nature of the grievance and state against whom the grievance is directed. It will contain any factual data, which the petitioner deems pertinent to the case. It is incumbent upon the petitioner to present factual data which he/she deems pertinent to the case. The Committee may seek to bring about a settlement of the issue satisfactory to the parties. If in the opinion of the Committee such a settlement is not possible or is inappropriate, the Committee will report its findings and recommendations to the petitioner.

5. Upon receipt of a written grievance, the Committee shall contact the person against whom the grievance is filed and shall request a written response to the charges within 5 working days.

6. Decisions of the Committee shall be by a majority vote. No member of the Committee may participate in a hearing for a grievance pertaining to workplace bullying or other uncivil behavior unless he or she has received training as outlined in the Committee charter (page C-XX of this Handbook). If a member of the Committee must be replaced due to illness or other compelling reasons, the new member may not participate in the preparation of findings and recommendations of the Committee without first reviewing all pertinent materials available to the other members of the Committee. No business of the Committee may be conducted unless a quorum of 5 members is present.
7. The Chair of the Committee shall arrange for an audio recording of the hearing. No other recording of the hearing shall be permitted. After conclusion of the grievance, the Committee shall deposit the audio recording of the proceeding with the Faculty Ombudspersons Committee, which shall keep it for a period of 2 years. Other written evidence shall be forwarded to, and kept by, the Faculty Ombudspersons Committee for a period of 2 years following disposition of the grievance. The members of the Faculty Grievance Committee, the grievant, and the respondent shall all have access to the audio recording and written evidence produced by the Committee. Deliberations by the Committee concerning a grievance shall not be ~~tape~~ audio-recorded.
8. At the hearing, the grievant shall present his/her evidence. The respondent may then present evidence in response. Each may choose to invite one support person who shall not participate in the hearing. Both parties may also provide witnesses. The parties to the grievance and their support persons, if desired, shall be permitted to be present at all proceedings whenever any evidence is being presented, to examine all evidence presented to the Faculty Grievance Committee, and to present evidence available to them. Witnesses shall only be present during the phase of the hearing pertaining to the questioning of witnesses. All questions at the hearing shall be asked by and all answers directed to members of the Committee to ensure questions are appropriate and to prevent direct confrontation between the parties.
9. All hearings shall be open only to members of the Faculty Grievance Committee, the grievant, the respondent, and any support persons. Exceptions may be made with agreement of the respondent and the grievant. The evidence and proceedings are confidential and shall not be made public by any participant in a hearing. Only members of the Committee shall participate in deliberations.
10. A copy of the written findings of the Committee shall be sent to the grievant and to the respondent. The findings of the Committee should be completed within 30 working days of the Committee's receipt of the grievant's written request to initiate the proceedings. If the Committee recommends sanctions, those recommended sanctions are also communicated in writing to the grievant and the respondent. These sanctions are also communicated in writing to the Department Chair (or other immediate supervisor), Dean or Library Director, Provost, and/or the Office of Human Resources as appropriate.
11. If at any point the grievant is satisfied, the proceedings stop. If the grievant is not satisfied with the decision of the Faculty Grievance Committee, he/she may choose to take the matter to the Office of Human Resources.

12. If at any point in the entire grievance proceedings either party fails to cooperate or to respond according to the above procedural rules, the Committee may offer a recommendation to the Faculty Senate for appropriate action against the offender(s).

Recommended Sanctions for Workplace Bullying and Other Uncivil Behavior Substantiated through Formal Grievance Hearing by the Faculty Grievance Committee

Depending on the situation, the Faculty Grievance Committee can recommend any or all of the following sanctions. Sanctions recommended by the Faculty Grievance Committee will be communicated in writing to the Department Chair (or other immediate supervisor), Dean or Library Director, Provost, and/or the Office of Human Resources as appropriate.

1. If a complaint is substantiated, neither party may serve on the other person's department evaluation committee or promotion/tenure/permanent status committee for one or more calendar years until both parties mutually agree to end the injunction.
2. If a complaint is substantiated, the faculty member whose behavior is found to be uncivil will receive a notation on their next faculty evaluation.
3. If a complaint is substantiated, the faculty member whose behavior is found to be uncivil cannot apply for internal grants for one calendar year.
4. If a complaint is substantiated, the faculty member whose behavior is found to be uncivil will be required to take an online civility module and pay the fee to do so.
5. If a complaint is substantiated, the faculty member whose behavior is found to be uncivil must either recuse him or herself or be removed from all university governance positions for one full term, i.e., 2 years.
6. If a complaint is substantiated and the faculty member whose behavior is found to be uncivil is also a department chair, associate chair, or a coordinator, he or she will be suspended from this position for one term, i.e., 3 years.
7. If a complaint is substantiated, the faculty member whose behavior is found to be uncivil shall be ineligible for Dean's Merit Enhancement for that fiscal year.

Hearing Procedures for All Other Grievances

1. If any faculty member alleges cause for grievance in any matter not covered by one or more of the exceptions listed above, he/she may petition the Faculty Grievance Committee for redress. The petition will set forth in detail the nature of the grievance and state against whom the grievance is directed. It will contain any factual data, which the petitioner deems pertinent to the case. It is incumbent upon the petitioner to present factual data which he/she deems pertinent to the case. Submission of a petition will not automatically entail investigation or detailed consideration thereof. The Faculty Grievance Committee will decide whether or not the allegations warrant a hearing.

The Committee may seek to bring about a settlement of the issue satisfactory to the parties. If in the opinion of the Committee such a settlement is not possible or is inappropriate, the Committee will report its findings and recommendations to the petitioner.

2. Upon receipt of a written grievance, the Committee shall contact the person against whom the grievance is filed and shall request a written response to the charges within 5 working days.
3. Decisions of the Committee shall be by a majority vote. If a member of the Committee must be replaced due to illness or other compelling reasons, the new member may not participate in the preparation of findings and recommendations of the Committee without first reviewing all pertinent materials available to the other members of the Committee. No business of the Committee may be conducted unless a quorum of 5 members is present.
4. The Chair of the Committee shall arrange for an audio recording of the hearing. No other recording of the hearing shall be permitted. After conclusion of the grievance, the Committee shall deposit the audio recording of the proceeding with the Provost who shall keep it for a period of 2 years. Other written evidence shall be forwarded to, and kept by, the Provost for a period of 2 years following disposition of the grievance. The President, Provost, members of the Faculty Grievance Committee, the grievant, and the respondent shall all have access to the audio recording and written evidence produced by the Committee. Deliberations by the Committee concerning a grievance shall not be audio-recorded.
5. At the hearing, the grievant shall present his/her evidence. The respondent may then present evidence in response. The grievant shall have the burden of persuading the Committee by a preponderance of the evidence. The parties to the grievance shall be permitted to be present at all proceedings whenever any evidence is being presented, to examine all evidence presented to the Faculty Grievance Committee, to present evidence available to them, and to question witnesses. The members of the Committee may ask questions of any witness or other person present at the hearing. Formal rules of evidence do not apply, and hearsay evidence is admissible.
6. Where more than one grievant complaining of a wrong arising out of the same set of facts have a hearing pending, the hearings may be consolidated with the approval of all such grievants and of the Faculty Grievance Committee first appointed to hold such hearings. The consolidated hearing shall be conducted by that Committee.
7. All hearings shall be open only to members of the Faculty Grievance Committee, the grievant, and the respondent. Exceptions may be made with agreement of the respondent and the grievant. The evidence and proceedings are confidential and shall not be made public by any participant in a hearing.
8. After studying the information provided by all parties to the proceedings, the Committee shall arrange a meeting or series of meetings with both parties, at which time the Committee will try to mediate differences between or among the parties.

9. A copy of the written findings of the Committee shall be sent to the grievant and to the respondent. The findings of the Committee should be completed within 30 working days of the Committee's receipt of the grievant's written request to initiate the proceedings.
10. If at any point the grievant is satisfied, the proceedings stop. If the grievant is not satisfied with the decision of the Faculty Grievance Committee, he/she may seek an appeal to the Provost within 5 working days. The Provost shall review the grievance within 10 working days of receiving a written appeal request from the faculty member.
11. If either party to the grievance is dissatisfied with the decision of the Provost, he/she may appeal to the Faculty Appeals Committee within 5 working days.
12. The grievant and/or respondent may seek review by the President within 5 working days of receipt of the second appeal decision. The President's response to the grievant's appeal request will be made within 10 working days of written receipt of the same. The President shall respond in writing to the Committee's findings within 5 working days.
13. After the President has made his/her decision, the proceedings are deemed final, and the Committee shall bring the matter to closure by writing an addendum to its original findings.
14. If at any point in the entire grievance proceedings either party fails to cooperate or to respond according to the above procedural rules, the case may be closed, and/or the Committee may offer a recommendation to the Faculty Senate for appropriate action against the offender(s).

Recommended Sanctions for Uncivil Behavior Substantiated through Formal Grievance Hearing by the Faculty Grievance Committee

Workplace (including university-sponsored events) bullying is defined as repeated and unreasonable behavior that threatens, intimidates, humiliates or isolates the targeted individual(s), or undermines their reputation or job performance. It may take, but is not limited to, one or more of the following forms:

1. Verbal abuse,
2. Malicious criticism or gossip,
3. Unwarranted or excessive monitoring,
4. Unwarranted physical contact,
5. Exclusion or isolation in the workplace,
6. Work interference or sabotage,

7. Cyberbullying, and
8. Other uncivil conduct / behaviors (including nonverbal) which are threatening, humiliating, harassing or intimidating.

Recommended Sanctions for Workplace Bullying and Other Uncivil Behavior Substantiated through Formal Grievance Hearing by the Faculty Grievance Committee

Depending on the situation, the Faculty Grievance Committee can recommend any or all of the following sanctions. Sanctions recommended by the Faculty Grievance Committee will be communicated in writing to the Department Chair (or other immediate supervisor), Dean or Library Director, Director of Research and Sponsored Programs, Provost, and/or the Office of Human Resources as appropriate.

1. If a complaint is substantiated, neither party may serve on the other person's department evaluation committee or promotion/tenure/permanent status committee for one or more calendar years until both parties mutually agree to end the injunction.
2. If a complaint is substantiated, the faculty member whose behavior is found to be uncivil will receive a notation on their next faculty evaluation.
3. If a complaint is substantiated, the faculty member whose behavior is found to be uncivil cannot apply for internal grants for one calendar year.
4. If a complaint is substantiated, the faculty member whose behavior is found to be uncivil will be required to take an online civility module and pay the fee to do so.
5. If a complaint is substantiated, the faculty member whose behavior is found to be uncivil must either recuse him or herself or be removed from all university governance positions for one full term, i.e., 2 years.
6. If a complaint is substantiated and the faculty member whose behavior is found to be uncivil is also a department chair, associate chair, or a program coordinator, he or she will be suspended from this position for one term, i.e., 3 years.
7. If a complaint is substantiated, the faculty member whose behavior is found to be uncivil shall be ineligible for Dean's Merit Enhancement for that fiscal year.

Faculty Consulting and Professional Services Request Procedure

Based on Board of Regents Policy II-3.10

The Board of Regents' policy on Professional Commitment of Faculty requires an internal institutional process for documentation and approval of consulting and other external professional services. The following procedures have been developed on our campus.

1. The faculty member initiates the request process by completing the "Faculty Consulting and Professional Services Request" form. The faculty member's signature on that form denotes that

his/her consulting and/or professional service does not represent a conflict of interest with the University of Maryland System or with Frostburg State University. Furthermore, the activity does not conflict with his/her commitment to the University System of Maryland or to Frostburg State University.

2. The signed form is sent to the respective Department Chair. Upon the approval of the Chair, the form is approved or denied in writing by the Dean/Library Director as the President's designee. Approval must be granted before a faculty member may enter into a consulting or professional services agreement.
3. At least once per semester the Dean/Library Director will report the approved requests to the President through the Provost.
4. Faculty who are engaged in ongoing or long-range consulting or professional services projects may obtain a one-semester approval by submitting a detailed form citing circumstances requiring the one-semester approval. If the request is approved, the faculty member must submit an abbreviated report after each instance of occurrence.

Annual Leave for Academic Faculty

The 10-month contract runs from mid-August to mid-June covering a period of at least 190 working days excluding holidays and scheduled breaks. During nonclass days, faculty members will engage in course preparation, conduct research, and perform other professional activities.

The University and the departments have the right to assign professional duties to faculty members during the entire contractual period.

A full-time faculty member on a 10-month contract is entitled to 15 calendar days of paid annual leave which shall be the last 15 days of the 10-month contract period, unless otherwise designated at the time of appointment. Such paid annual leave time may not be carried forward into the next fiscal year. Faculty members are required to complete the positive-time reporting forms covering the entire contractual period.

Leave of Absence

PN 2.004

Since leaves of absence for the purpose of faculty development generally benefit individual faculty members and strengthen the institution, the University encourages faculty to pursue opportunities for further study, research, or teaching exchanges that may require leaves of absence. Occasionally, however, this value comes into conflict with another one-- that of maintaining continuity in academic programs and otherwise meeting the on-going needs of a department and the students it serves. Particularly in small departments, leaves can make for disruptions that the department cannot easily or often accommodate. Some compromise therefore seems needed to ensure that each of these values can be preserved without undue detriment to the other.

The following provisions are intended to affect such a compromise. They apply to all types of leaves--sabbaticals, professional, research, unpaid or grant-funded leaves, and exchanges--taken for one semester or more.

1. A faculty member is limited to two leaves not to exceed two academic years within a six-year period.
2. Leaves must be separated by at least two complete academic years.

Leave Without Pay for Faculty

PN 2.033

The faculty member shall apply in writing to his/her Department Chair not less than two months prior to the desired inception of leave without pay. This application should include the purpose for and the duration of the requested leave without pay. The applicant should also supply a history of previous leaves taken including the purpose for each leave and the duration, by date, that each leave was taken.

The Department Chair will submit the application for leave without pay to the Dean/Library Director no more than 15 days after receipt of the application. The Dean/Library Director will then submit the application to the Provost within 15 days of receipt, and the Provost will submit the application to the President within 15 days of receipt. The applicant will be advised of the decision within 15 days of the President's receipt of the application.

Family and Medical Leave for Faculty

Under certain circumstances, a faculty member who regularly works full-time is entitled to a maximum of twelve (12) workweeks (60 days) of unpaid leave per calendar year. Under certain circumstances, a part-time Instructional faculty member may also be eligible for Family and Medical Leave benefits. This practice is in accordance with *USM Policy on Family and Medical Leave for Faculty* BOR II-2.31. (See *USM Policies and Statements* section of this handbook)

Parental Leave and other Family Supports for Faculty

Frostburg State University supports faculty in balancing professional and family demands during and after the birth or adoption of a child through a combination of measures to promote a family-friendly environment in accordance with USM policy II-2.25. These measures include:

- A. A minimum assured period of paid parental leave of eight (8) weeks for eligible faculty members in the event of the birth of a newborn or adoption of a child under the age of six(6);
- B. The establishment of Family Support Plans;
- C. Extension of the time for tenure/permanent status review for one year for new parents;
- D. The availability of lactation facilities at Frostburg State University; and
- E. The assurance that faculty members who utilize these support shall not be discriminated against or experience reprisals.

For more information, see [USM II-2.25 Policy on Parental Leave and Other Family Supports for Faculty](#).

Terminal Leave for Faculty

PN 2.031

Terminal leave is defined as a leave of absence with pay extending over a period that terminates on the effective date of a faculty member's separation from employment with Frostburg State University. Terminal leaves are beneficial to Frostburg State University and its programs since they may provide a means to reallocate positions and other resources from low-demand to high-demand programs. Under special circumstances, terminal leave may be granted by the President as a means of avoiding or assisting in a retrenchment effort. The President may or may not grant a terminal leave, upon application by the faculty member, in accordance with the following provisions:

Eligibility and Duration

Only full-time tenured/permanent status faculty members are eligible for terminal leave; if awarded, such a leave shall be with full pay for a period not to exceed twelve months, or with half pay for a period not to exceed twenty-four months.

Conditions

While on terminal leave, a faculty member shall:

1. Remain an employee of Frostburg State University, and be subject to all policies of the Board of Regents and Frostburg State University;
2. Receive the salary which would have been accorded had he/she remained at Frostburg State University, in accordance with the option selected as noted above;
3. Retain eligibility for all benefits normally associated with full-time employment, with the exception of annual leave; and
4. Not be required to perform duties of any kind during the period of leave unless otherwise stipulated.

The faculty member shall agree, in writing, to the conditions of the leave, waiving all claims arising out of his/her employment, other than those specified in item 3 above, and also waiving all claims to subsequent employment at Frostburg State University.

Procedures

The faculty member must submit a written request for terminal leave to his/her Dean/Library Director, who will review the request and provide a recommendation to the Provost. After reviewing the materials submitted, the Provost will consult with the President. The President will then notify the faculty member of his/her decision.

Positive Time Reporting

Faculty are required to complete a Faculty Positive Time Reporting record which is forwarded to the Department Chair on a monthly basis. Please refer to the instructions included on the form and included in

the packet of forms distributed at the beginning of the academic year by the Office of Provost. Questions may be addressed to the Department Chair or to the Office of Human Resources.

Retrenchment

Approved by the Faculty Senate, May 2003

Approved by the Chancellor of the University System of Maryland August 2003

Definition

The term "retrenchment" means the termination of a faculty appointment as authorized in the November 29, 1990 University System of Maryland Board of Regents' Policy on Faculty Retrenchment (II-8.00).⁸

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

Retrenchment is limited by definition to the termination of tenured or tenure-track appointment before the expiration of contractually specified terms.

Accordingly, the retrenchment policies and procedures that follow do not pertain to such normal staffing actions as:

- a. Not filling vacant positions;
- b. Deciding against reappointment of faculty on contractual appointments (including non-tenure track faculty or temporary contracts);
- c. Reallocating vacant positions to programmatic areas with high need;
- d. Redeploying faculty to other programs or departments for programmatic or budgetary reasons.

Policy

These retrenchment procedures are applicable only to all persons appointed to a rank identified or permitted under the USM Policy on the Appointment, Rank, and Tenure of Faculty (II-1.00) of the USM By-Laws, Policies, and Procedures of the Board of Regents.

The USM Retrenchment Policy and these retrenchment procedures are in addition to and not in limitation of other USM and Frostburg State University policies and procedures concerning faculty appointments, nor are they in limitation of any USM or Frostburg State University policies on academic program review.

The President has the sole authority within Frostburg State University, subject to the authority of the Board of Regents, to initiate retrenchment. The President shall initiate retrenchment when the President

⁸ For purposes of these procedures, "restricted funding" as used in the USM policy on faculty retrenchment shall mean as applicable (i) the lack of appropriations or other funds with which to support the appointment, as set forth in the University System of Maryland Policy on Appointment, Rank, and Tenure of Faculty, section I.C.9 or (ii) such other meaning set forth in corresponding sections of earlier faculty appointment agreements still in effect.

determines that retrenchment is necessary, consistent with the USM and Frostburg State University policies on Appointment, Rank, and Tenure. Before determining that a fiscal crisis necessitates retrenchment, the President shall consult with the Chancellor and the Board of Regents. If consultation with the Chancellor and the Board of Regents confirms that a fiscal crisis exists, or may be imminent, the President shall inform the Faculty, and direct the Chair of the Faculty to conduct elections for the Retrenchment Plan Committee. The Board may request relevant information from the President and may consider comments from representatives of campus and faculty governance bodies and other interested persons.

Program eliminations or faculty retrenchment may be necessary as a consequence of institutional program review. Retrenchment may also be necessary due to restricted funding. In all cases, the President shall make the final determination within the institution concerning the need for faculty retrenchment. If the President determines that retrenchment is, or may be, necessary, the President shall inform the Faculty, announce administrative appointments to the Retrenchment Plan Committee, and provide a charge to the Retrenchment Plan Committee suggesting the level of retrenchment to be considered in their Retrenchment Plan.

Program review is a part of routine institutional planning. While such reviews may be motivated by broad financial considerations, they normally occur as part of the ongoing management of the institution. Resulting program eliminations provide a basis for faculty terminations without the necessity of showing restricted funding.

Where the restricted funding is the basis for faculty retrenchment, the retrenchment plan may take into consideration such non-financial factors as institutional mission, long-range educational planning, and may call for program reductions and/or program eliminations. Restricted funding exists when, in the president's judgment, there is a fiscal crisis that threatens or endangers the institution's ability to carry out its mission as defined in the most recent mission statement approved by the Board of Regents. Retrenchment may be utilized when the termination of tenured or tenure-track faculty appointments will be substantially less detrimental to the institution's ability to fulfill its mission than other forms of budgetary curtailments available to the institution. A president's determination that a fiscal crisis exists is subject to review by the Board of Regents. In the event the Board elects to review such a determination, the president shall provide documentation to the Board in support of his/her action. The Board may receive comments from the president, representatives of campus and faculty governance bodies, and other interested persons.

Nevertheless, Frostburg State University's policy is to make every reasonable effort to avoid retrenchment. The University will consider the following measures as alternatives to retrenchment of faculty: retraining of faculty, reducing part-time and contractual faculty positions, transferring faculty to other duties (in other academic departments or administrative units), encouraging early retirement, and leaving vacant positions unfilled. Only when the President believes that such measures are inadequate will the University retrench faculty.

The following retrenchment procedures shall be consistent with Sections I.C.9, I.C.10, I.C.12 and I.C.16 of the University System of Maryland Policy on Appointment, Rank, and Tenure of Faculty.

Retrenchment Procedures

- a. Prior to any faculty retrenchment, a Retrenchment Plan Committee shall be formed. The committee shall consist of the following:
 - (1) One (1) tenured faculty member elected at large by the tenured faculty;
 - (2) One (1) tenure-track faculty member elected at large by the tenure-track full-time faculty;
 - (3) The elected Chair of the Faculty Senate;
 - (4) Three (3) tenured faculty members appointed by the President so as to ensure representation of the three colleges. In making these appointments, the President may be guided by the support indicated for individual faculty in the election results;
 - (5) The Dean of each college;
 - (6) The Provost/Vice President for Academic Affairs; and
 - (7) A budget officer (serving in an informational role and nonvoting) appointed by the President.
- b. The chair shall be a tenured faculty member. If the faculty decline to elect faculty member(s) in a timely manner, or if the faculty decline to serve, the President shall appoint the required number of committee members to serve on the committee.
- c. The Retrenchment Plan Committee shall develop a plan for retrenchment, taking into account the following factors, in accordance with the University's mission:
 - (1) The University's programmatic needs;
 - (2) The University's budgetary constraints;
 - (3) The impact of any proposed action on the students; and
 - (4) The impact of any proposed action on the faculty.
- d. The Retrenchment Plan Committee ordinarily shall have at least two months to develop a plan. Nevertheless, the President retains the authority to establish a shorter time period when the President believes that swifter action is required.
- e. The Retrenchment Plan Committee may investigate and consider all reasonable alternatives to retrenchment. When the decision to retrench is made, the committee may then consider the elimination of departments, majors, graduate degree programs, or minors.
- f. The committee shall submit the retrenchment plan to the President for approval at least three months prior to the implementation date as established by the President. In all cases, when the President has requested a plan for retrenchment, the Retrenchment Plan Committee must produce

such a plan. Should the committee fail to do so, the President shall have the right to appoint a new committee. All options considered by the committee and the expected consequences of each shall be presented along with the committee's recommendation.

- g. The content of the plan shall be characterized by the following:
 - (1) An explanation of the committee's identification of the unit(s) recommended for retrenchment;
 - (2) A list of faculty appointments within a particular unit identified for retrenchment within the plan, although the only faculty members to be included are those whose appointments are made within the department in which the retrenchment unit is located. For interdisciplinary retrenchment units not located in a single department, the list of faculty appointments will include those appointed to the interdisciplinary unit, if any.
 - (3) The list shall not include faculty members assigned to the retrenchment unit but whose appointment is in another department;
 - (4) The "order of termination" as presented in section 5 below.
- h. The Retrenchment Plan will be reviewed by the Institutional Priorities and Resources (IPR) Committee and the Faculty Concerns Committee (FCC), and those committees will have the opportunity to supply the President with recommendations concerning the plan within the time period established by the President.
- i. Consistent with applicable law, deliberations about specific personnel decisions of any committee shall be confidential.
- j. The President has final authority over any decision or determination under these retrenchment procedures. In addition to the advice of the committees established under retrenchment procedures, the President may seek the advice of any individual, group, or office within Frostburg State University or outside the institution. The President may adopt recommendations from any committee identified in the retrenchment procedures, adopt them with modifications, or reject them and make substitutions for them.
- k. The President shall have the right to adjust any schedule referenced in the retrenchment procedures except for those pertaining to the notice for termination and to the appeal process. An effort will be made to give advance notice of any such adjustment. Failure to comply with such schedules, however, shall not be grounds for appeal under these retrenchment procedures. The President shall report the final retrenchment plan to the Faculty Senate.
- l. The President shall give written notice of termination to each faculty member whose appointment is to be terminated pursuant to these retrenchment procedures. The faculty member shall be notified by certified or registered mail, return receipt requested, to the last address that the terminated faculty member has on record with Frostburg State University.
 - The termination notice shall include the following information:

- (1) Notification that the appointment is being terminated pursuant to these retrenchment procedures;
- (2) The applicable notice period;
- (3) The effective date of termination;
- (4) A statement that System Administration shall send, for a period of one year, written notice of faculty openings within the System to the last address that the faculty member has on record with the institution;
- (5) Notification of the right of the faculty member to appeal the termination of appointment and a copy of these retrenchment procedures;
- (6) If applicable, a statement that deviation was made from the order of termination and the circumstances of the deviation.

Notice Periods

For the purpose of these retrenchment procedures the applicable termination notice period is determined by the status of the faculty member at the time the notice of termination is given.

Notice of termination shall be effective on the date the notice is mailed by U.S. certified or registered mail, return receipt requested, to the last address that the terminated faculty member has on record with Frostburg State University.

An institution shall offer within three years to a tenured or tenure-track faculty member whose appointment was terminated pursuant to these retrenchment procedures any new positions with equivalent duties and responsibilities prior to hiring any other person.

Tenured faculty members shall be given notice of termination not less than one year prior to the date of termination of appointment as set forth in the University System of Maryland Policy on Appointment, Rank, and Tenure of Faculty, Section I.C.9. or corresponding sections of earlier faculty appointment agreements still in effect, as applicable.

Non-tenured, tenure-track faculty with not less than two years of service shall be given notice of termination not less than one year prior to the date of termination of appointment. Non-tenured and tenure track faculty with less than one year of service shall be given notice of termination not less than four months prior to the date of termination of appointment. Non-tenured and tenure track faculty with not less than one year of service but not more than two years of service shall be given notice of termination not less than six months prior to the date of termination of appointment.

Full-time non tenure track faculty members with seven or more years of continuous service to the institution shall be given written notice of termination at least six months prior to the date of termination of appointment.

Full time non-tenure track faculty members, as defined in the University System of Maryland Policy on Appointment, Rank, and Tenure of Faculty, with not less than one academic year but less than seven years

of continuous service to the institution shall be given written notice of termination at least 90 days prior to the date of termination of appointment.

Order of Termination

If a department, major, graduate degree program, or minor is to be reduced or eliminated, the order of termination or retrenchment shall be as follows:

- a. Terminate part-time faculty on contractual appointments;
- b. Terminate full-time non-tenured faculty;
- c. Retrenchment of tenure track faculty; and
- d. Retrenchment of tenured faculty.⁹

The termination of employment within each category of faculty shall be by ascending length of service.

Deviations from the order of termination may be made only when the termination of the appointment of the faculty member would significantly impede the ability of the institution or retrenchment unit affected by retrenchment to fulfill its mission and goals or to fulfill commitments under grants and contracts. The reason and basis for making a decision to deviate from the order of termination shall be adequately documented.

Appeals Process

The President shall establish a retrenchment appeals committee pursuant to UMS BOR Policy on Faculty Retrenchment (November 29, 1990, II-8.00). A faculty member whose appointment is terminated under these retrenchment procedures shall have a right to appeal in accordance only with these procedures. No other appeal procedures within Frostburg State University are applicable. The faculty member must include all grounds for appeal in the written request for appeal.

The filing or consideration of a request for appeal will not alter the effective date of termination of the appointment.

- a. Retrenchment Appeals Committee

The Faculty Appeals Committee shall serve as Frostburg State University's Retrenchment Appeals Committee. The committee shall consider the appeal of any faculty member terminated under a retrenchment plan and shall use for these cases the following procedures. In serving as the University Retrenchment Appeals Committee, the Faculty Appeals Committee will follow the guidelines and bylaws in its approved charter. However, the reasonable request of the faculty member or a majority of the Faculty Appeals Committee for the withdrawal of a committee member due to potential conflict of interest will be honored.

- b. Appeal Schedule

⁹ With respect to tenured faculty, seniority is based on length of service at the University since the effective date of initial appointment in the tenure-track position, not the date tenure was awarded.

- (1) A request for appeal must be filed with the President within 10 working days¹⁰ after the effective mailing date of the notice of termination.
- (2) The committee shall inform the faculty member of the date, time, and place of the hearing not later than 10 working days after the President's receipt of the request for appeal. The committee must schedule the hearing to occur within 30-45 calendar days after the President's receipt of the appeal.
- (3) The faculty member must provide to the committee a statement of facts on which the appeal is based and a list of witnesses and documents to be introduced at the hearing no later than 5 working days prior to the date of the hearing.
- (4) The committee shall send its recommendation to the President no later than 10 working days after the date of the conclusion of the hearing.
- (5) Within 10 working days after receipt of the committee's recommendation, the President shall issue a final decision and mail a copy to the faculty member by U.S. certified or registered mail, return receipt requested.

c. Grounds for Appeal

The grounds for appeal shall be limited to:

- (1) Error in the application of the order of termination of appointment;
- (2) Procedural error;
- (3) Insufficiency of notice of termination;
- (4) Whether any deviation from the order of termination was made without reasonable grounds;
and
- (5) The termination was otherwise unlawful.

d. Conduct of the Hearing

- (1) The President shall forward the request for appeal to the chairperson of the Faculty Appeals Committee.
- (2) Conflicts of Interest among Committee Members: Should an Appeals Committee member be either a faculty member being retrenched or a member of the Retrenchment Plan Committee, that member will not be eligible to participate in the hearing. If a member is disqualified from hearing a case, the alternate will then become a member of the panel.
- (3) The Hearing Panel: In order to hear an appeal, at least five committee members must be present throughout the entire hearing. A hearing panel may consist of no more than seven. If a committee member misses any part of the hearing, he/she may not participate in the committee's final recommendations.

¹⁰ Working days are defined as Monday through Friday, inclusive, exclusive of holidays recognized by the institution.

- (4) The University administration shall cooperate with the committee in securing witnesses and making available necessary evidence and documents.
- (5) The faculty member and the institution each may call witnesses and present documentary evidence at the hearing. Each member of the committee may call and question witnesses and request the presentation of documentary evidence.
- (6) The formal rules of evidence and of judicial procedure shall not apply to the appeal hearing; however, the committee may exclude irrelevant or repetitious testimony.
- (7) The faculty member may be represented by legal counsel throughout the appeal proceedings at the faculty member's expense.
- (8) The institution will be represented by the Office of the Attorney General or its designee.
- (9) The hearing will be at a mutually agreeable time to the committee and the faculty member. Postponement of the hearing may be granted at the discretion of the committee upon the written request of the faculty member.
- (10) The hearing shall be audio taped and a copy of the tape shall be made available if requested by the faculty member.
- (11) The faculty member's failure to appear at the hearing shall be deemed a voluntary dismissal of the appeal. However, if a sudden illness, accident, or other emergency prevents the attendance by the faculty member or one of the required five committee members, the hearing will be considered postponed, and be rescheduled.
- (12) The committee must make the decision based on the record.
- (13) The committee's decision will be based on a majority vote.

Faculty Searches

PN 2.029

Faculty status and related matters are primarily a faculty responsibility; this includes, but is not limited to searches and appointments of all faculty members. The primary responsibility of faculty for such matters is based upon the fact that faculty judgment is central to general educational policy. Furthermore, scholars in a particular field have the appropriate competence for evaluating the potential of future colleagues.

Accordingly, searches for new faculty members shall be carried out by the faculty in the department/Library that will receive the new member. In exceptional circumstances, others from outside the department/Library may be added to the faculty of the department/Library constituting the search committee. The recommendation for hiring shall be forwarded to the chief academic officers (appropriate College Dean/Library Director and Vice President for Academic Affairs) and the Director of Equal Employment Opportunity, who shall review the recommendation for adherence to the principles of equal

employment opportunity, ethical procedures for searches, and the determination of salary. The Vice President for Academic Affairs shall convey the recommendation to the President of the University, who shall, after appropriate review, tender the offer of employment to the candidate.

The academic officers and the President should concur with the faculty judgment except in rare instances and for compelling reasons, which should be provided in detail in writing to the faculty making the recommendation.

Termination of Academic Appointments

This section pertains to termination of academic appointments outside the normal process of reappointment/nonreappointment of contracts.

USM Policies Governing Termination of Academic Appointments

(In the *USM Policies and Statements* section, see: 1. *University System Policy on Appointment, Rank, and Tenure of Faculty, Section C.6. through C.16.*; and 2. *Policy on Faculty Retrenchment.*)

Dismissal for Medical Reasons

Approved by University System of Maryland Chancellor
August, 1990

Termination of an appointment with tenure/permanent status, or a probationary or special appointment before the end of the period of appointment, for medical reasons, will be based upon clear and convincing medical evidence that the faculty member, even with reasonable accommodation, is no longer able to fulfill the terms and conditions of the appointment.

The decision to terminate will be reached only after there has been appropriate consultation and after the faculty member concerned, or someone representing the faculty member, has been informed of the basis of the proposed action and has been afforded an opportunity to present the faculty member's position and to respond to the evidence. If the faculty member so requests, the evidence will be reviewed by the Faculty Appeals Committee. The Faculty member will be given severance salary not less than as prescribed in Regulation on "Terminal Salary or Notice" under Dismissal for Cause (below).

FSU Policy on Dismissal for Cause

*Approved by University System of Maryland Chancellor
August, 1990*

1. Termination of an appointment with tenure/permanent status or of a probationary or special appointment before the end of the specified term may be affected by the institution for adequate cause.
2. If termination takes the form of a dismissal for cause, it will be pursuant to the procedures specified below.

- a. Adequate cause for a dismissal will be related, directly and substantially, to the fitness of faculty members in their professional capacities as teachers or researchers. Dismissal will not be used to restrain faculty members in their exercise of academic freedom or other rights of American citizens.
- b. Dismissal of a faculty member with tenure/permanent status, or with a special or probationary appointment before the end of the specified term, may be preceded by:
 - (1) discussions between the faculty member and appropriate administrative officers looking toward a mutual settlement;
 - (2) informal inquiry by the Faculty Concerns Committee which may, failing to effect an adjustment, determine whether in its opinion dismissal proceedings should be undertaken, without its opinion being binding upon the President.
 - (3) A statement of charges, framed with reasonable particularity by the President or the President's delegate will precede a dismissal.
- c. A dismissal for cause will be preceded by a statement of charges and notice of termination, and the individual concerned will have the right to be heard initially by the Faculty Appeals Committee or by an impartial hearing officer appointed by the President. With the consent of the President, the faculty member may elect a hearing by the President rather than by a hearing officer or the Faculty Appeals Committee. Upon receipt of notice of termination, the faculty member shall have 30 calendar days to request a hearing.

Members on their own initiative deeming themselves disqualified for bias or conflict of interest will remove themselves from the case. Each party will have a maximum of two challenges without stated cause. No additional challenges with or without cause may be made by either party. Regulations should provide for alternates, or for some other method of filling vacancies on the hearing committee resulting from disqualification, challenge without stated cause, illness, resignation, or other reason.

- (1) Pending a final decision by the Faculty Appeals Committee or hearing officer, the faculty member may be suspended, or assigned to other duties in lieu of suspension, only if immediate harm to the faculty member or others is threatened by continuance. Before suspending a faculty member, pending an ultimate determination of the faculty member's status through the Institution's hearing procedures, the Administration will consult with the Faculty Concerns Committee concerning the propriety, the length, and the other conditions of the suspension, except in case of emergency involving threat to life. A suspension which is intended to be final is a dismissal, and will be treated as such. Salary will continue during the period of the suspension.
- (2) The Faculty Appeals Committee or hearing officer may, with the consent of the parties concerned, hold joint pre-hearing meetings with the parties in order to (i) simplify the issues, (ii) effect stipulations of facts, (iii) provide for the exchange of documentary or

other information, and (iv) achieve such other appropriate pre-hearing objectives as will make the hearing fair, effective, and expeditious.

- (3) The hearing shall be held no sooner than 30 calendar days after receipt of such a request. The date of the hearing shall be set by mutual agreement of the faculty member and the Faculty Appeals Committee or hearing officer. The faculty member may waive a hearing or may respond to the charges in writing at any time before the hearing. If the faculty member waives a hearing, but denies the charges or asserts that the charges do not support a finding of adequate cause, the hearing tribunal will evaluate and rest its recommendation upon the evidence in the record.
- (4) The committee, in consultation with the President and the faculty member, will exercise its judgment as to whether the hearing should be public or private.
- (5) During the proceedings the faculty member will be permitted to have an academic advisor and counsel of the faculty member's choice present at the faculty member's expense.
- (6) A verbatim record of the hearing or hearings will be taken and a typewritten copy will be made available to the faculty member without cost, at the faculty member's request.
- (7) The burden of proof that adequate cause exists rests with the Institution and will be satisfied only by the preponderance of the evidence in the record considered as a whole.
- (8) The Faculty Appeals Committee or hearing officer may grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made.
- (9) The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The Administration will cooperate with the Faculty Appeals Committee or hearing officer in securing witnesses and making available documentary and other evidence.
- (10) The faculty member and the Administration will have the right to confront and cross-examine all witnesses. Where the witnesses cannot or will not appear, but the committee determines that the interests of justice require admission of their statements, the committee will identify the witnesses, disclose their statements, and if possible provide for interrogatories.
- (11) In the hearing of charges of incompetence, the testimony will include that of qualified faculty members from their or other institutions of higher education.
- (12) The Faculty Appeals Committee or hearing officer will not be bound by strict rules of legal evidence, and may admit any evidence that is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.
- (13) The findings of fact and the decision will be based solely on the hearing record.

- (14) Except for such simple announcements as may be required, covering the time of the hearing and similar matters, public statements and publicity about the case by either the faculty member or administrative officers will be avoided so far as possible until the proceedings have been completed, including consideration by the USM Board of Regents, if applicable. The President and the faculty member will be notified of the decision in writing and will be given a copy of the record of the hearing.
- (15) If the President appoints a hearing officer or if the case is heard by the Faculty Appeals Committee, the hearing officer or committee shall make a recommendation to the President for action to be taken. Either party to the hearing may request an opportunity for oral argument before the President prior to the action on the recommendation. If the Faculty Appeals Committee or hearing officer concludes that adequate cause for a dismissal exists, that recommendation will be made, with supporting reasons. If the President rejects the report, the President will promptly state the reasons for doing so, in writing, to the Faculty Appeals Committee or hearing officer and to the faculty member.

3. Action by the Board of Regents

In the event the President elects to terminate the appointment of a tenured/tenure-track faculty member for moral turpitude, professional or scholarly misconduct, incompetence or willful neglect of duty, the faculty member may appeal to the Board of Regents, which shall render a final decision. The appeal shall be considered by the Board of Regents pursuant to its review procedures.

4. Procedures for Imposition of Sanctions other than Dismissal

- a. If the Administration, in consultation with the faculty member's department chairperson or supervisor, believes that the conduct of a faculty member, although not constituting adequate cause for dismissal, is sufficiently grave to justify imposition of a severe sanction, such as suspension from service for a stated period, the appropriate department chair, supervisor, or college dean/Library Director, or the Academic Vice President may institute a proceeding to impose such a severe sanction; the procedures outlined in 2. a.-c. of this policy will govern such a proceeding.
- b. If the Administration, in consultation with the faculty member's department chairperson or supervisor, believes that the conduct of a faculty member justifies imposition of a minor sanction, such as a reprimand, the appropriate department chairperson, supervisor, college dean/Library Director, or the Provost will notify the faculty member of the basis of the proposed sanction and provide the faculty member with an opportunity to persuade the Provost that the proposed sanction should not be imposed. A faculty member who believes that a major sanction has been incorrectly imposed under this paragraph, or that a minor sanction has been unjustly imposed, may, pursuant to the Faculty Grievance Procedure, petition the Faculty Appeals Committee for such action as may be appropriate.

5. Terminal Salary or Notice

If an appointment is terminated for cause, the President of the institution may, at his/her discretion, relieve the appointee of assigned duties immediately or allow the appointee to continue in the position

for a specified period of time. The appointee's compensation shall continue for a period of one year commencing on the date on which the appointee receives notice of termination.

A faculty member whose appointment is terminated for cause involving moral turpitude or professional or scholarly misconduct shall receive no notice or further compensation beyond the date of final action by the President or the Board of Regents.

6. Academic Freedom and Protection Against Discrimination

- a. All members of the faculty, whether tenure/permanent status or not, are entitled to academic freedom.
- b. All members of the faculty, whether tenure/permanent status or not, are entitled to protection against illegal or unconstitutional discrimination by the institution, or discrimination on a basis not demonstrably related to the faculty member's professional performance, including but not limited to race, sex, religion, national origin, age, physical handicap, marital status, or sexual or affectional preference.

7. Complaints of Violation of Academic Freedom or of Discrimination in Nonreappointment

If a faculty member on probationary or other non-tenured/non-permanent status appointment alleges that a decision against reappointment was based significantly on considerations violative of (1) academic freedom or (2) governing policies on making appointments without prejudice with respect to race, sex, religion, national origin, age, physical handicap, marital status, or sexual or affectional preference, the allegation will be given preliminary consideration by a three person arbitration panel appointed by the Faculty Appeals Committee to resolve informally issues concerning academic freedom (members of the arbitration panel will not include any members of the Faculty Appeals Committee) or the Equal Employment Opportunities Advisory Group (race, sex, religion, national origin, age, physical handicap, marital status, or sexual or affectional preference), which will seek to settle the matter by informal methods. The allegation will be accompanied by a statement that the faculty member agrees to the presentation, for the consideration of the faculty committees, of such reasons and evidence as the Institution may allege in support of its decision. If the difficulty is unresolved at this stage, and if the committee so recommends, the matter will be heard in the manner set forth in Regulations 2C. and 3, except that the faculty member making the complaint is responsible for stating the grounds upon which the allegations are based, and the burden of proof will rest upon the faculty member. If the faculty member succeeds in establishing a prima facie case, it is incumbent upon those who made the decision against reappointment to come forward with evidence in support of their decision.

8. Administrative Personnel

The foregoing regulations apply to administrative personnel who hold academic rank, but only in their capacity as faculty members. Administrators who allege that a consideration violative of academic freedom, or of governing policies against improper discrimination as stated in Regulation 10, significantly contributed to a decision to terminate their appointment to an administrative post, or not to reappoint them, are entitled to the procedures set forth in Regulation 10.

9. Political Activities of Faculty Members

Faculty members, as citizens, are free to engage in political activities. Where necessary, leaves of absence may be given for the duration of an election campaign or a term of office, on timely application, and for a reasonable period of time. The terms of such leave of absence will be set forth in writing, and the leave will not affect unfavorably the tenure status/permanent status of a faculty member, except that time spent on such leave will not count as probationary service unless otherwise agreed to.

Faculty Scheduled Workload Compensation Policy

Full-time Tenured and Tenure-Track Faculty

I. GENERAL PRINCIPLES

This policy was developed by faculty, staff, and administration to improve transparency, consistency, and fairness in the implementation of workload decisions. Most importantly, it was developed with the expectation that the policy will be applied equitably across departments and colleges. Each college within the university is responsible for adhering to the workload policy as outlined in this document.

A. Purposes

The purposes of the Frostburg State University Faculty Scheduled Workload Compensation Policy are to promote optimal performance by faculty in meeting the needs and expectations of students and other clientele, to establish appropriate compensation, and to provide mechanisms that will ensure public accountability for that performance. Faculty at the University are the primary performers of instruction, professional development (research, scholarship and creative work) 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 Frostburg State 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; and that all full-time tenured and tenure-track faculty members will be compensated according to the following standards. They also reflect the University's affirmation that research, scholarship and creative work and service are fundamental to university life and are key criteria in faculty tenure, promotion and merit.

B. Application

This Policy applies to the following categories of faculty at Frostburg State University:

1. All persons holding full-time tenured and tenure-track positions (i.e., core faculty) who are classified as instructional faculty, and so reported to the Maryland Higher Education Commission through the Employee Data System.

2. 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, associate chairs, program coordinators, etc.

This Policy does not apply to individuals who hold faculty rank but are assigned to duties outside of the department or equivalent academic units (e.g., library faculty, deans, vice presidents, presidents), nor does it apply to individuals classified as research faculty but whose salary is fully supported by non-state funds, e.g., federal research grants.

Part II. INSTRUCTION of this Policy also applies to all persons who, while neither tenured nor on the tenure track, are employed full-time and classified as instructional faculty.

C. Standard Workload Expectations

1. Expectations of workload and responsibilities for faculty at Frostburg State University are based on the University System of Maryland (USM) Board of Regents' (BOR) *Policy on Faculty Workload and Responsibilities* (II-1.25).

	Teaching	Professional Development	Service
Percent of Effort*	65-77 (24 workload units)	15-25	5-15

* In all cases, the addition of the percentage of effort in each area equals 100% of the faculty member's effort. University System of Maryland Policy on Faculty Workload and Responsibilities BOR II-1.25

2. For all faculty, workload and responsibilities in the area of teaching include preparation, classroom time, grading of student-produced materials, student advising and evaluation of instruction.
3. The standard instructional workload expectation is eight (8) course units per academic year. System policy defines one course unit (three workload units) as equivalent to a standard three-credit course. Courses that carry fewer, or more than, the standard three credits shall be prorated accordingly. Faculty members shall not be permitted to teach a course without standard compensation.
4. 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 workload.
5. The balance among teaching, professional development, 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 following academic year.
6. Because teaching is central to Frostburg State 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.

D. Assignment of Workload

The Faculty Scheduled Workload Compensation Policy establishes faculty workload expectations for full-time tenured-and tenure-track faculty. Faculty members shall not be permitted to teach a course without standard compensation. It is the responsibility of the department chair to set non-administrative faculty workload by assigning workload units. The assignment of units must take place within the context of the overall instructional and productivity needs of the department and college. Their implementation must also be strictly based on the budgetary resources available to the University. The dean of the college, subject to review by the provost, must approve the assignment of workload units by the chair.

This Policy allows variation in faculty workload assignments. Under this Policy full-time tenured and tenure-track faculty members (i.e., core faculty) are ordinarily assigned 4 course units each academic semester (a total of 8 units for an academic year). Over the course of the academic year, a faculty member can accumulate 8 course units by teaching the equivalent of eight three-credit class sections. Faculty members may also be assigned workload units for professional development, service, and administration. Faculty members are to be appropriately compensated for all workload units assigned to them.

This Policy does not attempt to assign workload units for all the professional work of a faculty member. Rather, faculty workload units under this Policy are awarded for specific assignments that are closely evaluated and approved in advance by the department chair and dean of the college.

This Policy will be used to calculate and assign workload and compensation in the regular Fall and Spring semesters of the academic year. Compensation for teaching courses during Summer and Intersession is calculated using a separate formula.

II. INSTRUCTION

The standard workload expectation is eight (8) course units per academic year. System policy defines one course unit (three workload units) as equivalent to a standard three-credit course. Courses that carry fewer, or more than, the standard three credits shall be prorated accordingly. Faculty members shall not be permitted to teach a course without standard compensation.

A. Types of Instruction

The assignment of course units may vary according to the nature of instruction and/or the number of students receiving instruction, as follows.

1. *Classroom instruction including lecture/seminar(LEC), laboratory (LAB)/studio(STU) classes, ensembles (ENS), integrated lecture/lab (ILL), internship seminar (ISM), seminar (SEM)*

As expressed in the USM BOR policy, one course unit for classroom instruction will be computed as three contact hours of instruction. A contact hour is fifty (50) minutes of faculty instruction per week. The formula applies equally to lecture/seminar/laboratory/studio instruction/internship seminar, where the faculty member is solely responsible for all activities therein (i.e., there is no teaching assistant assigned to the course). If a graduate teaching assistant is assigned to any type of class, related course units will be assigned to involved faculty by the department chair with the approval of the college dean.

2. *Thesis supervision (THE), dissertation (DST), independent study (IND), Research (RSC), and other formal student activities outside of class*

Course units shall be prorated as described in the USM BOR policy for undergraduate or graduate thesis supervision, independent study, and other formal course activities outside class time.

Table 1. *Student Credit Hour (SCH) Equivalency for One Course Unit*

Course level	USM BOR SCH requirements for one course unit
911/912 (doctoral individual studies)	9
700-714 (Master's research paper/project/thesis studies)	12
500 - 699 (other graduate individual studies)	18
100 - 499 (undergraduate individual studies)	21

3. *Field experience (PRI), practicum (PRA), and internship supervision (PRI)*

Course units are assigned for undergraduate and graduate field experience, practicum, and internship supervision (with the exception of teaching internships, see A-4.) based on the credits assigned for the experience; the number of students; the number of different settings in which students are placed (e.g., cohort placement vs. individual placement); and the faculty role in arranging, teaching, and/or supervising the experience.

The following guidelines may be modified at the request of the department chair with approval of the college dean.

Table 2. *Course Unit Assignment for Field Experience (PRI), Practicum (PRA), and Internships (PRI)*

Undergraduate Students	Graduate Students	Course units
1-3	1-2	0.33
4-7	3	0.67
8+	4+	1.00

4. *Student teaching internship supervision (STT)*

Course units shall be assigned to faculty with responsibility for supervising interns/student teachers and who are supervising the oversight of a professional development school.

Table 3. *Course Unit Assignment for Teaching Internship Supervision*

Students	Course units
Internship I - 6-8 Internship II - 4-5	1.00

5. *Private Music instruction (PMI)*

Table 4. *Course Unit Assignment for Music Instruction*

Contact hours	Course units
30 minutes	0.125
60 minutes	0.25

B. Administrative Responsibilities

1. *Department Chairs and Associate Chairs*

The teaching load for department chairs is based on the number of faculty, number of majors, and complexity of administration of the department. The college dean may assign course units and/or stipend for serving as a department chair in lieu of direct instruction.

2. *Academic Program Coordinators*

Based on size of the program and the complexity of administration of the program, the college dean may assign course units for program coordination in lieu of direct instruction. The college dean may offer a stipend in lieu of reassigned time.

C. Other Instruction-related Activities

1. *Performing and visual arts*

Performing and visual arts activities involving productions, events, and exhibitions that may or may not generate academic credit for students, may be assigned course units based upon the recommendation of the department chair and approval of the college dean.

2. *Non-credit activities*

Activities related to instruction that involve significant time commitment (e.g., planetarium support, scheduling and advising, coaching, regular travel to additional locations in support of Frostburg State University programs, coordination of a minor, etc.) may be assigned course units based on the recommendation of the department chair and approval of the college dean.

3. *Curriculum development*

Curriculum development may be assigned course units and/or stipend based on the recommendation of the department chair and approval of the college dean.

4. *Accreditation visits/self-support studies*

Accreditation or comprehensive assessment efforts may be assigned course units and/or stipend based on the recommendation of the department chair and approval of the college dean.

5. *Grants and contracts*

Reassigned time to fulfill the requirement of external grants or contracts may be assigned course units based on the recommendation of the department chair and approval of the college dean.

D. Enrollment, Compensation, and Banking

1. *Enrollment*

All classes are subject to the following projected target minimum enrollment expectations:

- 100 and 200 level courses: 15 students
- 300: 12 students
- 400+ level courses: 8 students

Courses having enrollment less than the normal enrollment expectations above may be offered if recommended by the department chair and approved by the college dean after consultation with the Provost. The three year historical average can be considered as supporting evidence to justify course offerings. Courses having enrollment greater than 48 may be offered if recommended by the department chair and approved by the college dean after consultation with the Provost.

Table 5. *Impact of Class Section Enrollment on Course Units*

Class Level	Class Section Enrollment	Course Units
Undergraduate	49-72	1.5
	73 and above	2
Masters	31 and above	2
Doctoral	21 and above	2

2. *Additional Compensation*

Additional compensation shall be distributed for each course unit at the rate of \$2,250. Course units shall be prorated for overload courses having less than the minimum enrollment expectations.

3. *Banking*

The standard workload expectation is eight course units per academic year. Winter and summer terms are not included as part of the academic year for the purposes of computing standard

workload. Banking is defined as teaching less than four (4) course units in the fall and more than four (4) in the spring or vice versa. Banking of up to one (1) course unit shall be permitted on a voluntary basis within an academic year with the approval of the college dean.

III. PROFESSIONAL DEVELOPMENT

All faculty members are expected to engage in professional development activities, which may include direction or participation in grants or other research/scholarship as described in the USM Board of Regents Policy on Faculty Workload and Responsibilities, II-1.25. A portion of a faculty member's workload each semester may be scheduled for specific professional development activities that go beyond the normal expectation. Professional development activities for which workload units are awarded must contribute directly to the achievement of the mission or goals of the college and/or the University and result in a predetermined specific, measurable outcome.

The dean of each college is responsible for establishing specific criteria for awarding professional development assignments under this Workload Policy consistent with the USM standards.

For example, criteria might include, but is not limited to, scholarship and publication leading to achieving or maintaining professional accreditation, or application for and participation in grant-funded research and scholarship. The dean, in consultation with the provost, will determine a maximum number of professional development workload units that the college may assign per academic year.

Ordinarily, an individual faculty member will not be assigned more than three workload units for professional development each semester unless designated formally as research faculty. The department chair and the dean of the college must approve requests for professional development assignments to be part of a faculty member's required 24 workload units per academic year.

Any faculty member who fails to accomplish the agreed-upon assignment will normally be required to increase a subsequent semester's normal workload units by the amount of workload units granted for the professional development assignment. The dean of the college, in consultation with the appropriate department chair and subject to review by the provost, will decide what adjustments in a faculty member's workload is required for an unaccomplished professional development assignment for which workload units have been assigned.

IV. SERVICE

All faculty members are expected to engage in service to the department, college, the University, and/or profession. Under this Policy, a portion of a faculty member's workload each semester may be scheduled for specific service activities that go beyond the normal expectation. Service activities for which workload units are awarded must contribute directly to the achievement of the mission or goals of the college and/or the University and result in a predetermined specific, measurable outcome. The department chair and the dean of the college must approve requests for service assignments to be part of a faculty member's required 24 workload units per academic year.

The dean of each college is responsible for establishing specific criteria for awarding service assignments under this Workload Policy. Criteria might, for example, include serving as Chair of the Faculty or directing a

University recognized center or institute. The dean, in consultation with the provost, will determine a maximum number of service workload units that the college may assign per academic year.

Any faculty member who fails to accomplish the agreed-upon assignment will normally be required to increase a subsequent semester’s normal workload units by the amount of workload units granted for the service assignment. The dean of the college, in consultation with the appropriate department chair and subject to review by the provost, will decide what adjustments in a faculty member's workload is required for an unaccomplished service assignment for which workload units have been assigned.

V. ADMINISTRATION

This section of the Workload Policy pertains to faculty members who serve as department chairs, associate chairs, and academic program directors or coordinators.

A. Department Chairs and Associate Chairs

Based on the number of full-time equivalent faculty and the complexity of administration, the following ranges of workload units will be awarded by the dean of the college to faculty members serving as department chairs and associate chairs: *

Department Chair

Size of the Department	Range of Workload Assignments
2-10 full-time equivalent faculty	3-6 workload units per semester
11 or more full-time equivalent faculty	6-9 workload units per semester

Associate Chair

Size of the Department	Range of Workload Assignments
16 or more full-time equivalent faculty	3-5 workload units per semester

* Additional reassigned-time for complexity of administration may be granted by the dean, in consultation with the provost. Complexity of administration is affected by factors like large number of transfer students, managing multiple sites, level of online instruction, laboratory and facilities issues, number of full-time equivalent faculty members, accreditation issues, and number of graduate programs.

B. Academic Program Coordinators and Directors

Based on size of the program and the complexity of administration, the dean of the college may award workload units or a stipend to faculty members serving in the following academic program coordinator/director roles:

- Graduate Program Coordinators
- Undergraduate Academic Program Coordinators (not also serving as department chairs or associate/ chairs)
- Academic Minor Coordinators (only applies to minors without corresponding majors)

- Education Certificate Programs Coordinators (within disciplines outside of the Department of Educational Professions)
- Other Directors or Coordinators

VI. POLICY REVIEW AND ADJUSTMENTS

The provisions of this Policy will be reviewed and adjusted annually by the Faculty Workload and Compensation Subcommittee of the Institutional Priorities and Resources Committee of the Faculty Senate and the Provost.

The implementation and adjustments of this Policy are based on budgetary resources available to the Department, College, and University.

Faculty Ranks and Titles at Frostburg State University

The faculty ranks and titles that can be used for appointment of academic instructional, library service, and/or research personnel at Frostburg State University and their descriptions/ qualifications are as follows:

Faculty with Duties Primarily in Instruction

Instructor. The faculty member ordinarily will hold, at a minimum, the master's degree in the field of instruction, preferably with evidence of pursuit of the doctorate or other terminal degree. There shall be evidence also of potential for effective teaching and for a successful academic career. Upon hiring, a tenure-track faculty member who has not completed his/her doctorate or appropriate terminal degree is normally assigned the rank of instructor. A faculty member initially assigned the rank of instructor where the sole requirement for promotion is the completion of the doctorate or appropriate terminal degree may be advanced to the rank of Assistant Professor if he/she meets the *Standards Governing Promotion in Academic Rank* and receives his/her doctorate or terminal degree. The advancement becomes effective with the renewal of the faculty member's annual contract, upon the recommendation of the Provost and the approval of the President.

Assistant Professor. The faculty member ordinarily will hold an earned doctorate or recognized terminal degree in the area of specialization. There will be evidence also of potential for excellence in teaching and advising; professional development and achievement; and service to the university, college, and department.

Associate Professor. The faculty member must hold an earned doctorate or recognized terminal degree in the area of specialization. Ordinarily, the faculty member will have a minimum of seven years of full-time university/college teaching experience with at least five years in the Assistant Professor rank. Exceptions may be made for comparable professional activity or research. Refer to the *Standards Governing Promotion in Academic Rank* for the minimum evaluation requirements.

Professor. The faculty member ordinarily will have a minimum of ten years of full-time university/college teaching experience and at least seven years in the Associate Professor rank. Exceptions may be made for

comparable professional activity or research. Refer to the *Standards Governing Promotion in Academic Rank* for the minimum evaluation requirements.

Faculty with Duties Primarily in Research

Assistant Staff Scientist. The appointee shall hold the doctoral degree in the field of specialization and will have indicated promise of a high degree of ability in research in some subdivision of the field. This rank may carry tenure.

Associate Staff Scientist. In addition to the qualifications of an Assistant Staff Scientist, the appointee will have had extensive achievements in research and scholarship. This rank may carry tenure.

Senior Staff Scientist. In addition to having the qualifications of an Associate Staff Scientist, the appointee will have demonstrated a degree of proficiency in research sufficient to establish an excellent national reputation. This rank carries tenure.

Faculty Research Assistant. A baccalaureate degree will be the minimum requirement. The appointee should be capable of assisting in research under the direction of the head of a research project and should have ability and training adequate to the carrying out of the particular techniques required, the assembling of data, and the use and care of any specialized apparatus. This rank does not carry tenure.

Research Associate. The appointee ordinarily should hold the doctoral degree in the field of specialization, or have relatively comparable experience. The appointee should be capable of carrying out individual research or collaborating in group research at the advanced level; should be trained in research procedures; and should have had the experience and specialized training necessary to develop and interpret data required for success in such research projects as may be undertaken. This appointment is made annually with reappointment possible for a maximum of six years. This rank does not carry tenure.

Research Assistant Professor; Assistant Research Scientist; Assistant Research Scholar; Assistant Research Engineer. The doctoral degree will be a normal requirement for appointment at these ranks. These ranks are generally parallel to Assistant Professor. In addition to the qualifications of a Research Associate, appointees to these ranks should have demonstrated superior research abilities. Appointees should be qualified and competent to direct the work of others (such as technicians, graduate students, and other senior research personnel). Initial appointment to this rank is for periods of up to three years, and reappointment is possible. These ranks do not carry tenure.

Research Associate Professor; Associate Research Scientist; Associate Research Scholar; Associate Research Engineer. These ranks are generally parallel to Associate Professor. In addition to the qualifications required of the Assistant ranks, appointees to this rank should have extensive, successful experience in scholarly or creative endeavors and the ability to propose, develop, and manage major research projects. Initial appointments to these ranks are for a period of up to three years, and reappointment is possible. These ranks do not carry tenure.

Research Professor; Senior Research Scientist; Senior Research Scholar; Senior Research Engineer. These ranks are generally parallel to Professor. In addition to the qualifications required of the Associate ranks, appointees to these ranks should have demonstrated a degree of proficiency sufficient to establish an

excellent reputation among regional and national colleagues. Appointees should provide tangible evidence of sound scholarly production in research, publications, professional achievements, or other distinguished and creative activities. Initial appointments to these ranks are for periods of up to five years, and reappointment is possible. These ranks do not carry tenure.

Faculty Engaged Exclusively or Primarily in Library Services

Librarian ranks with faculty status are Librarian I, Librarian II, Librarian III, and Librarian IV. These ranks are to be granted to a limited number of appointees who fulfill roles defined by professional graduate training, such as librarian, curator, archivist, and information scientist. In the overwhelming number of instances, the professional graduate training required is an M.L.S. or its equivalent, from an American Library Association (ALA)-accredited program.

In exceptional cases, other graduate degrees may substitute for or augment the ALA-accredited M.L.S. These appointments are normally twelve month appointments with leave and other benefits similar to those provided to twelve-month tenured/tenure-track faculty members, with the exception of terminal leave and non-creditable sick leave (collegially supported).

Librarian I. This rank is assigned to librarians just entering librarianship with little or no professional library experience but who have been judged to have demonstrated an understanding of the basic tenets of librarianship and a potential for professional growth. This rank does not carry permanent status.

Librarian II. Appointment or promotion to this rank signifies that the librarian has demonstrated effective professional knowledge and skills significantly above those expected of a Librarian I. Normally, a minimum of three years of professional experience is required. This rank may carry permanent status.

Librarian III. Appointment or promotion to this rank signifies that the librarian has mastered the skills, knowledge, and techniques of librarianship and has made meaningful contributions to the library, the institution, the library profession, and/or an academic discipline. Normally, a minimum of six years of professional experience is required, three of which must be at a level equivalent to that of Librarian II at Frostburg State University. This rank may carry permanent status.

Librarian IV. Appointment or promotion to this rank is exceptional. This rank is awarded to those librarians who have made distinctive contributions to the library, the institution, the library profession, and/or an academic discipline. This rank normally requires a minimum of nine years of professional experience, at least three of which must be at a level equivalent to that of Librarian III at Frostburg State University. This rank may carry permanent status.

Additional Faculty Ranks and Titles

Assistant Instructor. Appointment to this rank requires at least the appropriate baccalaureate degree. The appointee should be competent to fill a specific position in an acceptable manner but is not required to meet all the requirements of the rank of Instructor.

Lecturer. Appointees to this rank must have the background, experience, and academic qualifications required to develop or teach specific courses or participate in other instructional related activities such as advising. Appointments to this rank shall be for terms not to exceed three years and are renewable.

Appointees to this rank are ordinarily not considered for professional appointments. This rank does not carry tenure.

Adjunct Assistant Professor; Adjunct Associate Professor; Adjunct Professor. These ranks are used to appoint outstanding persons who may be simultaneously employed outside Frostburg State University. The appointee should have expertise in the discipline and recognition for accomplishments sufficient to gain the endorsement of the preponderance of the members of the faculty of the department to which he or she is appointed. Appointment is made on a semester or an annual basis and is renewable. These ranks do not carry tenure. Normally, adjunct appointments shall comprise no more than a small percentage of the faculty in an academic unit.

Affiliate Assistant Professor; Affiliate Associate Professor; Affiliate Professor. These ranks are used to recognize the affiliation of a faculty member or a member of the professional staff with an academic department, program, or center when that individual's appointment and salary lie in another department within Frostburg State University.

The appointment will be made upon the recommendation of the faculty of the department with which the faculty member is affiliated and at a level commensurate with the appointee's qualifications, consistent with standards established for regular tenure-track faculty, although tenure cannot be earned on an affiliated appointment.

Visiting Appointments. The prefix "Visiting" before an academic rank is used to designate a short-term, full-time appointment without tenure.

Artist-in-Residence; Writer-in-Residence; Executive-in-Residence: These titles may be used to designate temporary appointments, at any salary and experience level, of persons who are serving for a limited time or part-time. Appointees to these titles are ordinarily not considered for professional appointments.

Emeritus Faculty Appointments: Emeritus status may be bestowed by an institution on the basis of both quality and length of service to the institution. The Chancellor may bestow Emeritus titles at the System level.

All retired faculty are to be considered part of the larger university community, including alumni, benefactors, Board members, and others, whose association with the university is highly valued. "Emeritus/Emerita" is, however, to be considered a title of distinction, conferred by colleagues upon one whose contributions to the profession and institution have been especially meritorious.

The provisions for the awarding of emeritus status are as follows. Faculty members must:

1. Have achieved senior rank (Associate Professor, Full Professor, Librarian III, or Librarian IV), though in exceptional cases, members from the junior ranks may be awarded the emeritus title;
2. Have completed at least ten years of full-time service at the university; and
3. Be recommended by their Department Tenure and/or Promotion Review Committee or Library Review Committee to the Faculty Concerns Committee that they be awarded emeritus status.

The recommendations from the Department Tenure and/or Promotion Review Committee or Library Review Committee and the Faculty Concerns Committee must have the approval, by majority vote, of the Faculty Senate and the concurrence of the President of the University.

Emeritus Faculty Appointments are listed under "Emeriti" in the college catalogue. Emeritus Faculty members are eligible to: attend University-wide meetings; serve as voting members of the University Faculty; and use University facilities and services insofar as those are available.

Policy on Joint Academic Appointment

Passed by Faculty Senate, February, 2012

A faculty member may hold an appointment in more than one academic unit at Frostburg State University (a "Joint Academic Appointment"). The units will normally be academic departments and/or interdisciplinary majors or minors and may or may not be within the same college of the University.

- a. Recommendations to the provost for a joint appointment shall initiate with the participating academic units and/or dean(s). Upon recommendation of the provost and approval by the president or designee, the terms of a joint academic appointment will be articulated in a Memorandum of Understanding (MOU).
- b. A joint appointment may be used for new hires or for adjustments in the assignments of continuing faculty members. In the case of new hires, the advertisement shall reference the nature of the appointment.
- c. The MOU will indicate the academic units involved, specify one unit to be the faculty member's primary unit, and clarify the faculty member's roles and involvement in governance of each unit. The primary unit will be responsible for coordinating personnel actions such as evaluation, promotion, tenure, and leaves. The unit(s) not primarily responsible for personnel actions will provide input to the primary unit on personnel-related evaluations and recommendations; however, those units will not conduct separate and independent personnel, evaluation, promotion, and/or tenure reviews.
- d. The faculty member will seek tenure in the primary academic unit. It shall be the responsibility of the dean(s) who oversee the units participating in the joint appointment to ensure that input from all participating units is fully considered in the tenure process.
- e. After consultation with the participating academic units, the supervising dean(s) will determine the distribution among units of teaching load and other assignments. The distribution may change from time to time as circumstances require.
- f. A tenured faculty member may request to change his/her primary academic unit after consultation with his/her academic unit department chairs. Such request shall be forwarded to the dean for review and a final determination shall be made by the provost.
- g. A tenured faculty member may request that a joint appointment be abrogated after consultation with his/her academic unit department chairs. Such request shall be forwarded to the dean for

review and a final determination shall be made by the provost. Should a faculty member's joint appointment be abrogated, and the faculty member's appointment be in a single department, s/he shall be subject to regular faculty policies of that department concerning promotion, merit, workload, voting rights, and all other matters addressed in the faculty handbook or otherwise related to faculty.

- h. The elimination of one of the departments or programs of the joint appointment shall automatically abrogate the joint appointment. The faculty member shall then hold a single appointment in the remaining department or program.
- i. A joint appointment may be abrogated due to reassignment and/or reallocation of the faculty member to another program or department for programmatic or budgetary reasons.

FSU Promotion Standards and Procedures

Passed by Faculty Senate, February, 1990

Approved by University System of Maryland Chancellor, August, 1990

Amended August 2004 and April 2014

These policies and procedures supplement and are subject to the *University System Policy on Appointment, Rank, and Tenure of Faculty* (see *USM Policies and Statements* section).

NOTE: Tenured/permanent status faculty must submit a Complete Evaluation in the year preceding a request for promotion.

Tenure-Track/Permanent Status Ranks

USM policies on promotion set minimum requirements, except in certain cases for faculty hired before July 1, 1989, where Board of Trustees of the State Universities and Colleges (BOTSUC) guidelines may still prevail. (Those individual faculty who did not sign the agreement may not be bound by USM policies.)

The criteria for tenure/permanent status and promotion in the University System of Maryland are: (1) teaching effectiveness, including student advising/job performance; (2) research, scholarship, and, in appropriate areas, creative activities; and (3) relevant service to the community, profession, and institution. USM Policies allow FSU's institutional mission to determine the relative weight of our faculty evaluation criteria and promotion standards. As a comprehensive University, FSU has a mission and goals that place greatest emphasis upon the faculty member's performance as a teacher/librarian with performance in the areas of professional development and service being essential, but less emphasized, components. These promotion standards shall serve as a "bridge" between the USM policies and FSU's specific faculty evaluation criteria.

The development of University-wide standards governing promotion is not intended to limit recognition of the many different ways that members of the University community may develop as educators and scholars and contribute to attainment of the University's mission and goals.

The faculty evaluation system outcome is to be employed in promotion decisions so as to establish, over time, congruence between the annual faculty evaluation and the promotion decision system. Congruence between annual evaluations and eventual promotion recommendations can, in part, be established if in the

evaluation process, faculty are commended in writing for areas of excellent performance even when their overall evaluation does not qualify them for high merit pay increases.

Professional development and/or scholarship are defined broadly, in keeping with the mission and goals of FSU as a comprehensive institution. Thus, the following multiple dimensions of professional development are delineated in order to acknowledge the varied emphases of the colleges, the Library, and academic programs, which compose our University community:

1. Development as a teacher/educator
2. Development as a disciplinary scholar
3. Development as a professional who applies discipline-based knowledge and skills
4. Creative performance (in relevant fields)

In keeping with the USM (and where applicable, BOTSUC) requirements, expectations of quality performance by the faculty applicant increase with higher faculty rank. As stipulated by USM policy, promotions to the ranks of Associate Professor or Full Professor carry immediate tenure. Therefore, promotions to these ranks will not be considered prior to review for tenure. While for some faculty the terminal rank may be Associate Professor, the rank of Professor should be realistically attainable for all tenured faculty. A faculty member may apply for tenure/permanent status and (if eligible) promotion during the same semester. However, the promotion process will immediately cease if the faculty member is notified in writing that his/her application for tenure/permanent status was denied by the President.

The words "excellence" and "excellent" are used in preference to the evaluation system's use of element rating in order to emphasize standards of performance rather than comparative rankings. Excellence is a more qualitative concept and the attainment of this standard is not limited by any implicit quota. This is appropriate for promotion decisions which involve assessment of an individual's long-term performance and contributions to the mission and goals of the University. (Comparative rankings and judgments of evaluation element ratings may well be appropriate for pay decisions which, on the other hand, are year by year.)

Faculty are promoted based upon their total or overall performance and contribution to the goals and mission of the University. While the criteria and standards within the specific teaching/job performance, professional development and achievement and service areas serve as highly important guidelines, those persons responsible for promotion recommendations must be allowed enough flexibility to apply those guidelines in ways which reflect the overall merit of the promotion applicant's performance as a faculty member. The Provost will give full consideration to the recommendations of the Departments/Library, the Faculty Promotion and Tenure/Permanent Status Subcommittee, and the Dean/Library Director. The Provost then makes the final recommendation to the President. The faculty member may appeal to the Faculty Appeals Committee the Provost's recommendation. The decision of the President is final.

University-Wide Faculty Promotion and Tenure/Permanent Status Subcommittee

The composition of the University-wide Faculty Promotion and Tenure/Permanent Status Subcommittee of the Faculty Concerns Committee of the Faculty Senate is stipulated in the Charter of the Faculty Senate and its bylaws and procedures as found in the Faculty Governance section of the Frostburg State University Faculty Handbook and is selected by the process described there.

Department Promotion Review Committee/Library Review Committee

Each department/library shall select a committee to assist in promotion review. The department/library promotion review committee shall consist of at least three (3) tenured/permanent status faculty members.

Committee members will be selected in a manner determined by the faculty members in each department/library. If necessary or desirable, as determined by the department/library or President (or designee), individuals from the same or within related disciplines, mutually acceptable to the faculty member, department/library, and President (or designee) who are from outside the department or the University may be used in any or all parts of the review process. Where a mutually acceptable individual cannot be agreed upon, the President (or designee) shall provide the faculty member and the department/library with a list containing the names of at least three (3) tenured/permanent status individuals who are at or above the rank held by the member being reviewed, and are qualified by virtue of their discipline to evaluate the faculty member's application.

The faculty member shall have three (3) working days in which to select one individual from this list. If the faculty member fails to make a selection within the three-day period, the President (or designee), in consultation with the Department Chair/Library Director and the department/library, shall designate one individual from this list to serve on the department/library promotion review committee.

No faculty member or member of his/her immediate family (husband, wife, domestic partner, child, parent, parent-in-law, brother, sister, brother-in-law, sister-in-law) shall serve as a committee member on the applicant's own promotion review committee.

Each department/library shall determine the rules and procedures under which their department/library promotion review committee will operate, including making recommendations for emeritus faculty appointments. Such rules and procedures shall be: i. specified in writing by the department/library, ii. filed with the Dean/Library Director, and iii. shared with the faculty member prior to the commencement of the promotion review process and the nomination process for emeritus faculty appointments.

Tenure/Permanent Status and/or Promotion Application Procedures^{11,12}

1. University-Wide Criteria for a Person Applying for Tenure/Permanent Status
 - a. For Instructional Faculty

¹¹ Faculty who have begun their tenure-track/permanent status position before the adoption of these guidelines may choose to opt in to them. Specifically, upon adoption, all tenure-track/permanent status faculty who have not yet been reviewed for tenure/permanent status will be sent a letter allowing them to choose which of the two systems they wish to use as their guidelines.

¹² Under special circumstances, the faculty member, their chair, their dean, and the provost may sign an agreement allowing extra time to complete their doctorate/terminal degree. However, if extra time is granted, the faculty member will no longer be a part of this combined review. Tenure review will remain the same (application for tenure in the fall of the 6th year, but under no circumstances will it be considered without having obtained this degree), but the application for promotion shall take place in the fall of the 5th year following the year in which terminal degree was completed.

- i. A record of success on the annual Teaching Evaluation criteria for Teaching shown by an evaluation rating of 3.0 or above and shows potential for excellence.
- ii. Must hold earned doctorate or recognized terminal degree in area of specialization.
- iii. A record of success on at least one of the four dimensions of professional development and achievement as shown by and evaluation rating of 3.0 or above.
- iv. A record of success on criteria for Service shown by an evaluation rating of 3.0 or above.
- v. Will have a minimum of six (6) years of full time university/college teaching experience with at least five (5) years in Assistant Professor rank. Exceptions may be made for comparable professional activity or research.
- vi. Will have been judged at least 4.0 overall on the annual evaluation instrument for the preceding three (3) evaluation cycles.
- vii. A record of excellent performance in ONE of the three major areas of evaluation: teaching OR service OR one of the four dimensions of professional achievement.
- viii. Meets professional responsibilities and ethical standards, maintains professional behavior that facilitates collegial relationships and productive interpersonal interactions, and supports the mission of the University and its initiatives such as diversity, technology, and service learning.

b. For Library Faculty

- i. A record of success of FSU evaluation criteria for job performance as shown by a consistent evaluation rating of 3.0 or above on performance evaluations, showing potential for excellence. Willingness and ability to take on new and more complex responsibility.
- ii. A record of success on at least one of the four dimensions of professional achievement and development as shown by a consistent evaluation rating of 3.0 or above in this category on performance evaluations. A record of meaningful contributions in professional achievement and development.
- iii. A record of success on criteria for service shown by consistent evaluation rating of 3.0 or above in this category on performance evaluations. A record of meaningful contributions to service on committees, task forces, and civic organizations.
- iv. Ordinarily will have a minimum of six (6) years of professional experience, (three years at FSU), three of which must be at a level comparable to the rank of Librarian II at FSU.
- v. Will have been judged at least 4.0 overall on the annual evaluation instrument for the preceding two (2) evaluation cycles.
- vi. Faculty librarians at the rank of Librarian II are eligible to apply for permanent status. Librarians with three years of experience at a level comparable to the rank of Librarian II at FSU may be eligible for promotion to Librarian III.

- vii. A record of excellent performance in ONE of three major areas of evaluation: job performance OR service OR on of the four dimensions of professional achievement and development.
- viii. Meets professional responsibilities and ethical standards, maintains professional behavior that facilitates collegial relationships and productive interpersonal interactions, and supports the mission of the University and its initiatives such as diversity, technology, and service learning.

2. Applicant Accessibility to Reappointment and Tenure/Permanent Status and Promotion Documents
All evaluation documents that are part of the process in consideration of reappointment, tenure/permanent status, or promotion shall be accessible to the applicant.

3. Department Tenure Committee/Library Review Committee

The Departmental Tenure Committee/Library Review Committee shall consist of at least three (3) tenured/permanent status members. The manner of selection shall be determined by the faculty members in each department. If necessary, or desirable, as determined by the department/library or President (or designee), individuals from the same or within related disciplines, mutually acceptable to the faculty member, department/library and University, who are from outside the department/library or the University may be used in any or all parts of the evaluation process. Where a mutually acceptable individual cannot be agreed upon, the President (or designee) shall provide the faculty member and the department/library with a list containing the names of at least three (3) tenured/permanent status individuals who have the qualifications by virtue of the discipline in which they teach to serve on the Departmental Tenure Committee/Library Review Committee (DTC/LRC). The faculty member shall have three (3) working days in which to select one individual from this list. If the faculty member fails to make a selection within the three (3) day period, the President (or designee), in consultation with the Department Chair and the department/library, shall designate one individual from this list to serve on the Department Tenure Committee/Library Review Committee.

No faculty member or member of his/her immediate family (spouse, domestic partner, child, parent, parent-in-law, sibling, brother-in-law, sister-in-law) shall serve as a committee member on his/her own tenure/permanent status committee. Each department/library shall determine the rules and procedures under which the Department Tenure Committee/Library Permanent Status Committee will operate, including making recommendations for emeritus faculty appointments. Such rules and procedures shall be specified in writing by the department/library prior to the commencement of the tenure/permanent status evaluation process, and the nomination process for emeritus faculty appointments.

4. Tenure/Permanent Status Application Timelines

(Subject to the Provisions of the *University System Policy on Appointment, Rank, and Tenure of Faculty*-- see *USM Policies and Statements* section)

RANK AT TIME OF INITIAL APPOINTMENT	YEAR IN WHICH TO APPLY ¹³
Full Professor	3 rd *
Associate Professor	3 rd *
Assistant Professor	6 th
RANK AT TIME OF INITIAL APPOINTMENT	YEAR IN WHICH TO APPLY ¹³
Librarian IV	3 rd
Librarian III	3 rd
Librarian II	6 th
Librarian I	6 th **

A decision on tenure/permanent status, favorable or unfavorable, must be made at least twelve (12) months prior to the completion of the probationary period. If the decision is negative, the appointment for the following year becomes a terminal one. If the decision is affirmative, the provision with respect to the termination of service of a faculty member or an investigator after the expiration of a probationary period shall apply from the date when the favorable decision is made.

The tenure/permanent status application procedure for an Assistant Professor/Librarian II shall be interpreted as including up to three full years (or equivalent) of teaching/library experience at other institutions of higher education if so agreed upon in writing in his/her original or modified contract.

Full-time service at the institution in a non-tenure-track position shall be granted the same status as service in a tenure-track position, if so agreed upon in writing by the faculty member at the time of appointment to a tenure-track position.

When a part-time contractual person at FSU is appointed to a tenure-track position, he/she shall be given credit for work equivalent to a maximum of two years of full-time teaching, if so agreed upon in writing by the faculty member at the time of appointment to a tenure-track position.

¹³ Unless otherwise stipulated in the original letter of appointment.

* If the appointment is for an initial period of one (1) year, then the formal review must be completed and written notice must be given that tenure has been granted or denied by March of that year. If the appointment is for two (2) years, then the formal review must be completed and written notice must be given that tenure has been granted or denied by no later than December 15 of the second year. If the appointment is for more than two (2) years, then the formal review must be completed and written notice must be given that tenure has been granted or denied by no later than August 1 prior to the beginning of the final year of the appointment. For appointments beginning at a time other than the start of an academic year, the institution may adjust the notice of tenure denial dates accordingly by specifying the adjustments in the initial contract or letter of appointment.

** A person in the rank of Librarian I at the time of initial appointment must reach the rank of Librarian II to be eligible to apply for Permanent Status. The years spent in the rank of Librarian I are included in the six (6) years.

(One credit of work responsibility would be the equivalent of 1/24 of a year.)

Notice of eligibility to apply for tenure/permanent status and promotion is given to each faculty member in his/her contract reappointment letter by June 30 of year prior to eligibility, copy sent to Department Chair.

The faculty member may appeal a negative tenure/permanent status recommendation to the Faculty Appeals Committee.

Tenure/Permanent Status and/or Promotion Application Materials

The following materials should be included in the application package to the Faculty Promotion and Tenure/ Permanent Status Subcommittee, and included in the order listed:

1. Copy of signed "letter of intent" that has been sent to the Provost's Office (by October 21).
2. Completed check-off sheet of required materials, including "summary of performance" form.
3. *Curriculum vitae*, including: degrees earned (institutions, years, etc.); relevant employment history (institutions, rank, etc.); teaching information/job performance; professional development and achievement activities/publications/research; and service accomplishments.
4. Self-statement (three to five pages) including: consideration of each of the Standards Governing Tenure and/or Promotion listed under Tenure/Permanent Status and/or Promotion Application Procedures, teaching/job evaluations, professional development activities, service activities, and standards of professional behavior evidence.
5. Supporting evidence (limited to one notebook) including: representative material in teaching/ job performance, research and professional development, and service.
6. All annual DEC/ LEC/ Chair Teaching/Job Evaluation Reports, Department Evaluation Summary Reports, Department Reappointment Review Committee Reports, and University-wide Summary Reports, completed since appointment or last promotion.

Tenure/Permanent Status and Promotion Timeline

NOTE: A recommendation is defined as a yes or no recommendation in writing with a rationale. A report is a compilation of recommendations.

If listed date falls on Saturday, Sunday, a legal holiday, or other day during which the University is closed, the next working day after the listed date is considered the deadline.

Dates given are to be read as "no later than."

October 15 Provost issues call for Tenure/Permanent Status and/or Promotion applications.

October 21 Faculty member sends signed letter of intent to the Provost.

November 1	Faculty Member applies for Tenure/Permanent Status and/or Promotion: Copies to Chair of the Department Tenure and Promotion Committee/Library Review Committee and to Chair of the Faculty Promotion and Tenure/Permanent Status Subcommittee.
December 1	Department Chair sends Tenure/Permanent Status and/or Promotion recommendation to Dean/Library Director and to Faculty Member.
December 13	Faculty Member sends to Dean/Library Director written rebuttal against Department's/Library's Tenure/Permanent Status and/or Promotion recommendations (with a copy to the department/Library determined evaluators).
January 10	College Dean/Library Director sends Tenure/Permanent Status and/or Promotion recommendations to Provost and Faculty Member. Faculty Promotion and Tenure/Permanent Status Subcommittee informs Faculty Member and Provost of Tenure/Permanent Status recommendations. Transmits files to Provost.
January 17	Faculty Member sends to Provost written rebuttal against Faculty Promotion and Tenure/Permanent Status Subcommittee's and/or Dean's/Library Director's Tenure/Permanent Status and/or Promotion recommendation (with a copy to the Chair of the Faculty Promotion and Tenure/Permanent Status Subcommittee and/or the Dean/Library Director).
January 24	Provost calls Tenure/Permanent Status conference with Deans/ Library Director and Faculty Promotion and Tenure/Permanent Status Subcommittee.
January 27	Provost sends Tenure/Permanent Status and/or Promotion recommendations to President. Informs faculty member of recommendation.
February 2	Faculty Member sends appeal to Faculty Appeals Committee against Provost's Tenure/Permanent Status and/or Promotion recommendation (with a copy to the Provost).
February 20	Faculty Appeals Committee recommendation to President and Faculty Member (with a copy to the Provost).
5 Working Days	Written rebuttal to the President against any Faculty Appeals Committee recommendation (with a copy to the Chair of the Faculty Appeals Committee).
March 15	President notifies Faculty Members of Tenure/Permanent Status and/or Promotion decision.

Standards Governing Promotion in Academic Rank for Instructional Faculty

Rank	Teaching Performance	Professional Achievement & Development	Service	Experience Requirements
Assistant Professor	<p>Effective and competent and shows potential for excellence.</p> <p>Will show potential for excellence in advising.</p>	<p>Must hold an earned doctorate or recognized terminal degree in area of specialization.</p> <p>Shows potential for excellent performance in one or more of the four dimensions of professional development.</p>	Shows potential for excellent service to University, College, and Department.	None.
Associate Professor	<p>A record of success on the annual Teaching Evaluation criteria for Teaching shown by an evaluation rating of 3.0 or above and shows potential for excellence.</p>	<p>Must hold earned doctorate or recognized terminal degree in area of specialization.</p> <p>A record of success on at least one of the four dimensions of professional development and achievement as shown by an evaluation rating of 3.0 or above.</p>	A record of success on criteria for Service shown by an evaluation rating of 3.0 or above.	<p>Will have a minimum of six (6) years of full time university/college teaching experience with at least five years in Assistant Professor rank.</p> <p>Exceptions may be made for comparable professional activity or research.</p>
	<p>-AND-</p> <ul style="list-style-type: none"> • Will have been judged at least 4.0 overall on the annual evaluation instrument for the preceding three (3) evaluation cycles. • A record of excellent performance in ONE of three major areas of evaluation: teaching OR service OR one of the four dimensions of professional achievement. • Meets professional responsibilities and ethical standards, maintains professional behavior that facilitates collegial relationships and productive interpersonal interactions, and supports the mission of the University and its initiatives such as diversity, technology, and service learning. 			
Professor	Demonstrated excellence.	A continuing record of success in professional achievement and development as shown by an evaluation rating of 3.0 or above.	A continuing record of success in service as shown by an evaluation rating of 3.0 or above.	<p>Ordinarily will have a minimum of ten years of full-time university/college teaching experience with at least seven years in Associate Professor rank.</p> <p>Exceptions may be made for comparable professional activity or research.</p>
	<p>-AND-</p> <ul style="list-style-type: none"> • Will have been judged at least 4.0 overall on the annual evaluation instrument for the preceding three (3) evaluation cycles. • A record of excellent performance in teaching and EITHER service OR one of the four dimensions of professional development and achievement. 			

Standards Governing Promotion in Academic Rank for Library Faculty

Rank	Job Performance	Professional Achievement & Development	Service	Experience Requirements
Librarian II	<p>A record of success of FSU evaluation criteria for job performance and shows potential for excellence.</p> <p>Demonstrated growth in the theoretical knowledge of academic librarianship.</p>	<p>Shows potential for excellent performance in one or more of the four dimensions of professional achievement and development as defined under the Faculty Promotion Standard in the Faculty Handbook.</p>	<p>Shows potential for excellent service at the University, Library, and community.</p>	<p>Ordinarily will have a minimum of three years of progressively responsible professional experience at FSU.</p> <p>Effective professional knowledge and skills significantly above those expected of a Librarian I.</p>
Librarian III	<p>A record of success of FSU evaluation criteria for job performance as shown by a consistent evaluation rating of 3.0 or above on performance evaluations, showing potential for excellence.</p> <p>Willingness and ability to take on new and more complex responsibility.</p>	<p>A record of success on at least one of the four dimensions of professional achievement and development as shown by a consistent evaluation rating of 3.0 or above in this category on performance evaluations.</p> <p>A record of meaningful contributions in professional achievement and development.</p>	<p>A record of success on criteria for service shown by a consistent evaluation rating of 3.0 or above in this category on performance evaluations.</p> <p>A record of meaningful contributions to service on committees, task forces, and civic organizations.</p>	<p>Ordinarily will have a minimum of six years of professional experience (three years at FSU), three of which must be at a level comparable to the rank of Librarian II at FSU.</p>
-AND-				
<ul style="list-style-type: none"> • Will have been judged at least 4.0 overall on the annual evaluation instrument for the preceding two (2) evaluation cycles. • A record of excellent performance in ONE of three major areas of evaluation: job performance OR service OR one of the four dimensions of professional achievement and development. • Meets professional responsibilities and ethical standards, maintains professional behavior that facilitates collegial relationships and productive interpersonal interactions, and supports the mission of the University and its initiatives such as diversity, technology, and service learning. 				
Librarian IV	<p>Demonstrated excellence</p>	<p>A continuing record of success in professional achievement and development as shown by a consistent evaluation rating of 3.0 or above in this category on performance evaluations.</p> <p>A record of distinctive contributions in professional achievement and development.</p>	<p>A record of success in service as shown by a consistent evaluation rating of 3.0 or above in this category on performance evaluations.</p> <p>A record of distinctive contributions to the Library, University, USM, profession or community.</p>	<p>Ordinarily will have a minimum of nine years of professional experience (three years at FSU), at least three of which must be at a level comparable to the rank of Librarian III at FSU.</p>
-AND-				
<ul style="list-style-type: none"> • Will have been judged at least 4.0 overall on the annual evaluation instrument for the preceding two (2) evaluation cycles. • A record of excellence in job performance and EITHER service OR one of the four dimensions of professional achievement and development. 				

FSU Sabbatical Procedures for Teaching Faculty and Professional and/or Research Leave Procedures (PRL) for Library Faculty

Purpose

The major purpose of sabbatical leave is to provide a faculty member with an opportunity for a renewal experience to: conduct scholarly work, applied research, creative work, or to engage in activities that may result in the generation and application of intellectual property through technology transfer, in order to increase his or her contribution to the mission of the University, and to enhance his or her standing in the discipline or profession.

The primary purpose of a PRL is to provide an opportunity for a librarian (II, III, IV) to conduct scholarly work or to engage in applied research, or to engage in activities that may result in the generation and application of intellectual property through technology transfer, which will increase the librarian's value to the institution or enhance the reputation of the institution.

Eligibility

Potential applicants for sabbatical and PRL should verify their eligibility before filing application materials. Criteria for application are:

1. Academic Faculty: You must have completed at least six years of service at the time of an initial sabbatical leave (you may apply during your sixth year) or since the last previously granted sabbatical leave.
2. Library Faculty (II, III, IV): You must have completed at least six years of active service at the time of an initial PRL (you may apply during your sixth year). The leave period for Professional and/or Research Leave shall not be regarded as active service to the institution for purposes of determining eligibility for a subsequent PRL.
3. You must be a full-time tenured faculty member or library faculty member with permanent status. (Faculty may apply for tenure/permanent status during their sixth year. Awarding of a sabbatical/PRL is contingent upon the awarding of tenure/permanent status.)
4. You must submit a Complete and/or Abridged Evaluation in each of the two years preceding a request for a sabbatical/professional and/or research leave.
5. Faculty members who have not completed and submitted a sabbatical/PRL report by the start of the next regular academic semester (spring or fall) after the sabbatical is completed will be ineligible for a future sabbatical/PRL until the report is completed and submitted.

Provisions

1. The President may grant sabbatical/PRL to faculty members.
2. Ordinarily, a leave of absence without pay shall not be regarded as service to the institution for purposes of determining eligibility for sabbatical leave/PRL.

3. Ordinarily, sabbatical/PRL 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, or (for Library faculty) for a thirteen-week period in the summer equal to one-fourth of the recipient's annual contract-term at normal compensation. 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.
4. During the period of the sabbatical/PRL, 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, grants, awards, contracts, fellowships, or other compensation or stipends as may be related to the approved sabbatical/PRL project.
5. While on sabbatical/PRL, the recipient may accept compensation for consulting services rendered during the sabbatical/PRL, provided: such services shall not exceed those allowed by the University System Policy on Professional Commitment of Faculty, that the recipient has submitted an FSU Faculty Consulting and Professional Services Request form, and that such services do not interfere with the approved sabbatical/PRL project.
6. All benefits and privileges of a faculty member on sabbatical/PRL shall continue in the same manner as if he or she were not on such leave, i.e., accrual of sick leave, opportunity for promotion, merit raises, and other benefits.
7. Ordinarily, as a condition for receiving sabbatical leave/PRL, recipients shall agree to return promptly to the institution at the termination of the leave and to serve on their normal basis for at least one full annual contract period.
8. Faculty members should be able to demonstrate that the work proposed is of sufficient weight to require the requested leave (e.g., extensive travel, resources, etc.)

Considerations and Priorities in Awarding Sabbatical Leave/Professional and/or Research Leave

A major consideration in granting a sabbatical/PRL is a record of consistent and productive contributions to the University and/or the profession as measured by the existing faculty evaluation system. (Examples: Teaching effectiveness/librarian job performance, Professional development and achievement, and/or University, related Community, Professional and/or Department/Library service and productivity, and/or (if applicable) Reassigned-Time assignment.

There are two major considerations in evaluating a sabbatical leave application: a. Will a sabbatical provide the faculty member with an opportunity for a renewal experience to conduct scholarly work, or applied research, or creative work, or to engage in activities that may result in the generation and application of intellectual property through technology transfer, in order to increase his or her contribution to the mission and values of the institution, and b. Will a sabbatical provide an opportunity for the faculty member to enhance his or her standing in the discipline or profession?

The primary consideration in evaluating a library faculty member's Professional/Research Leave application is: Will the leave provide an opportunity for the faculty librarian (II, III, IV) to conduct scholarly work, or to engage in applied research, or to engage in activities that may result in the generation and application of

intellectual property through technology transfer which will increase the librarian's value to the institution or enhance the reputation of the institution?

The following list of examples within each category should not be considered exhaustive nor is any precedence implied in the order of their listing, except that applicants with external grant support will be given priority.

Contribution/Value to the University

"Contribution to the mission and value of the University" will be interpreted according to the following:

1. Potential contribution/value to the University.

Examples:

- Work done under a government or foundation grant.
- Scholarship potentially leading to publication.
- Applied research addressing a specific issue.
- Creative work potentially leading to a publication, performance, or exhibition.
- Activities that may result in the generation and application of intellectual property through technology transfer.

2. Maintenance or Improvement of Skills and Knowledge.

Examples:

- Additional course work or education experience(s) beyond the terminal degree or in an alternate field.
- Scholarship and/or research.
- Creative and artistic work.
- Development of alternative teaching strategies.

3. Curriculum Development/Design or Development of technology-enhanced learning systems beyond that routinely performed by a tenured faculty member or permanent status faculty member.

Examples:

- Development of a new course, program, or curriculum.
- Reorganization of a new course, program, or curriculum.

4. Enhancement to the Discipline or Profession or Potential Enhancement of a Faculty Member's Standing in His/Her Discipline or Profession.

Examples:

- Production of a performance, artistic creation, or a peer-reviewed publication.
- Award of an external grant.
- Organization of a major regional or national conference.
- Scholarly or creative endeavors.
- Activities that may result in the generation and application of intellectual property through technology transfer.
- Professional achievement in research.
- Collaboration in group research.
- Professional achievement in the discipline.

Application Materials

The sabbatical/PRL application will include all of the following:

1. A one page summary of the purpose, goals, and objectives of the sabbatical/PRL;
2. A summary of the various activities of the sabbatical/PRL;
3. An summary of the expected contribution of the sabbatical/PRL to the faculty member's professional growth and its respective value to the University;
4. A statement of the evaluation criteria for the sabbatical/PRL detailing the activities and accomplishments required to earn a rating of 3, 4, or 5 for the Faculty Evaluation Report agreed upon by the faculty member and (for sabbatical) the DEC and/or the Department Chair or (for PRL) the LEC and/or the Associate Library Director/Library Director (per Faculty evaluation practice in the Department/Library) and signed by (for sabbatical) the Department Chair and Dean or (for PRL) the Associate Library Director and/or Library Director;
5. All faculty evaluations done at FSU in the last five years (including at least two faculty evaluations with department sheets (summary sheet) with signatures, the most recent being from the year prior to submission of this application);
6. A curriculum vitae.
7. Departmental/Library and University service completed in the last five years prior to submission of this application;
8. Length of service at FSU;
9. Length of service since the last sabbatical/PRL;
10. The number of sabbaticals/PRLs taken; and
11. The performance on past sabbaticals/PRLs (if applicable) – copy of previous sabbatical reports and department/library evaluation reports (e.g. DEC/LEC reports) for those years.

The final ranking of the Faculty Development and Sabbatical/Professional Leave Subcommittee shall give equal weight to the five-year record of productivity (described immediately above) and the merit of the proposal. In the case of applications of equal merit, the Subcommittee will take into account performance on previous sabbaticals/PRLs, length of service since last sabbatical/PRL leave, and seniority, in priority order.

Department/Library Review Committee

Each department and the library shall select a Committee to assist in the sabbatical/PRL recommendation and/or non-recommendation function. The Department Review Committee (DRC) and the Library Review Committee (LRC) shall consist of at least three (3) members.

The manner of selection shall be determined by the faculty members in each department or the library faculty in the case of the library. If necessary or desirable, as determined by the department, library, or President (or designee), individuals from the same or within related disciplines, mutually acceptable to the faculty member, department or library, and University who are from outside the department, library, or the University may be used in the review process.

Where a mutually acceptable individual cannot be agreed upon, the President (or designee) shall provide the faculty member and the department or the library with a list containing the names of at least three (3) individuals who have qualifications relevant for evaluating the proposal.

The faculty member shall have three (3) working days in which to select one individual from this list. If the faculty member fails to make a selection within the three (3) day period, the President (or designee), in consultation with the Department Chair and the department, or Library Director, Associate Library Director, and library faculty, shall designate one individual from this list to serve on the DRC/LRC.

No faculty member or member of his/her immediate family (husband, wife, child, parent, parent-in-law, brother, sister, brother-in-law, sister-in-law) shall serve as a Committee member on the applicant's own review Committee. Faculty Development and Sabbatical/ Professional Leave Subcommittee members shall not serve on a DRC/LRC.

Each department and the library shall determine the rules and procedures under which the DRC/LRC will operate. Such rules and procedures shall be specified in writing by the department and the library prior to the commencement of the sabbatical/professional leave application review process.

Provost Change in Rank Order

If the Provost of the University desires to change the recommendations and/or rankings from the Faculty Development and Sabbatical/Professional Leave Subcommittee, written explanation will be provided to that Committee.

Appeals by Applicants

If an application for sabbatical leave/PRL receives a negative recommendation at any level of the process, the Faculty Member may submit a written rebuttal to the next level. In addition, a negative recommendation by the Provost may be appealed to the Faculty Appeals Committee. Ultimately, however, the decision to award sabbatical leave/PRL rests with the President of the Institution.

Sabbatical/PRL Report

By the start of the next regular academic semester (spring or fall), the faculty member shall submit a written report to their Department/Library Division, Dean/Library Director, the Provost, the President, and the Faculty Development and Sabbatical/ Professional Leave Subcommittee describing accomplishments of the sabbatical/PRL. The report must identify and include documentation verifying those activities and objectives were accomplished during the sabbatical. The faculty member shall submit his/her sabbatical/PRL Summary Report through the Ort Library to the institutional repository, MD-SOAR (Maryland Shared Open Access Repository, <https://mdsoar.org>). Faculty members are encouraged to present accomplishments of their sabbatical/PRL to the University community.

Faculty members who do not submit a sabbatical/PRL report by the start of the next regular academic semester (spring or fall) after the sabbatical is completed will be ineligible for further sabbaticals/PRL. A list

of individuals failing to submit a sabbatical/PRL report will be compiled by the Provost's Office to be submitted to the Faculty Develop and Sabbatical / Professional Research Leave Subcommittee for reporting to the Faculty Concerns Committee and the Faculty Senate.

Evaluation of Sabbatical/PRL

Faculty members will develop a set of evaluation criteria for their sabbatical/PRL in conjunction with their DEC/LEC and/or Department Chair/Associate Library Director/Library Director establishing the objectives and accomplishments required to earn a rating of 3, 4, or 5. These criteria must be approved by the Department Chair and Dean (sabbatical) or Associate Library Director and/or Library Director (PRL). These criteria will be submitted along with the sabbatical/PRL application. If during the sabbatical/PRL period it is determined that changes to the evaluation criteria are required, the faculty member will submit proposed changes in writing to the Department/Library and Dean/library Director and justify why they must occur. All changes must be approved by the Department/Library and Dean/Library Director.

The faculty member must complete a Faculty Evaluation in the cycle immediately following the conclusion of their sabbatical/PRL. The sabbatical/PRL report will form the basis of the evaluation using the agreed upon criteria. Otherwise, the sabbatical/PRL is evaluated as any other reassigned time. If a report is not submitted, the faculty member will receive a rating of 0 (zero) for that sabbatical/PRL period.

Sabbatical/Professional Leave Timeline

NOTE: A recommendation is defined as a yes or no recommendation in writing with a rationale. A report is a compilation of recommendations. If listed date falls on Saturday, Sunday, a legal holiday, or other day during which the University is closed, the next working day after the listed date is considered the deadline. Dates given are to be read as "no later than."

September 16	Provost issues call for Sabbatical/Professional and/or research leaves (PRL) proposals.
September 27	Faculty Member applies for Sabbatical/PRL: Copies to Department Chair/Library Review Committee Chair and to Chair of the Faculty Development and Sabbatical/Professional Leave Subcommittee; Letter of intent to Provost and copy to appropriate College Dean/Library Director. Ordinarily, to be formally considered for review, an application must be received no later than 4:00 PM of the deadline date. Applications determined by the Chair of the Faculty Development and Sabbatical/PRL Subcommittee to be late and/or incomplete will not be considered.
October 18	Department Chair sends Department/Library Sabbatical Review Committee's recommendation to the College Dean/Library Director and the Faculty Member.
October 25	Faculty Member sends written rebuttal to College Dean/Library Director against Department's/Library's Sabbatical/PRL recommendation.
November 1	College Dean/Library Director sends report to Provost on Sabbaticals/PRLs indicating rank order. Informs faculty member of recommendation.

November 1	Faculty Development and Sabbatical/Professional Leave Subcommittee informs faculty member of Subcommittee recommendation. Sends report to Provost on Sabbaticals/PRLs indicating rank order of applicants. Transmits application files to Provost.
November 8	Faculty Member sends written rebuttal to Provost against Faculty Development and Sabbatical/Professional Leave Subcommittee's and/or College Dean's/Library Director's Sabbatical/PRL recommendation.
No Later Than November 22	Provost calls Sabbaticals/PRLs conference with College Deans/Library Director and Faculty Development and Sabbatical/Professional Leave Subcommittee.
December 2	Provost sends report on Sabbaticals/PRLs to President. Informs Faculty Member and the Chair of the Faculty Development and Sabbatical/Professional Leave Subcommittee of recommendation.
December 9	Faculty Member sends appeal to Faculty Appeals Committee against Provost's Sabbatical/PRL recommendation.
5 Working Days	Written rebuttal to the President against any Faculty Appeals Committee recommendation.
January 30	President notifies Faculty Members of Sabbatical/PRL decision.