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2021-2022

Faculty Handbook

Non-Tenure Track



FROSTBURG
STATE UNIVERSITY

View this publication online at www.frostburg.edu/admin/faculty-handbook

QUICK REFERENCE

SELECT UNIVERSITY NUMBERS

**NOTE: If on campus, you may dial the four-digit extension.
If off campus, please dial (301) 687- and the extension.**

University Police (non-emergency): x4223
University Police (emergency): x4222

Admissions Office: x4201
Counseling and Psychological Services: x4234
Help Desk (computing): x7777
Maintenance: x4125
Programs for Academic Support and Studies (PASS): x4441
Registrar's Office: x4346
Voicemail System: x4030

University System of Maryland at Hagerstown: x2060
(If off campus, dial 240-527-2060)

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The information in the Non-Tenure-Track Faculty Handbook does not constitute any agreement, implied or otherwise, as to the terms and conditions of employment. In the event of any dispute, the provisions contained in the appropriate source documents will govern.

APPOINTMENT AND CONTRACT

Contracts/ Letters of Appointment

The Office of the Provost will provide a formal written contract and/or letter of appointment to all full-time, non-tenure-track (FTNTT), salaried, part-time, non-tenure-track (PTNTT) faculty, and adjunct faculty.

Ranks for Non-Tenure-Track Faculty

Frostburg State University confers the Board of Regents approved rank of Lecturer on all FTNTT and PTNTT faculty members. Adjunct faculty members are designated as Adjunct Faculty I or Adjunct Faculty II. Frostburg State University will consider granting Adjunct Faculty II status to adjunct faculty members who meet the following criteria:

1. have established a record of teaching 36 credits or more over at least three years at Frostburg State University;
2. are supported by a series of high-level performance evaluations over the course of at least twelve full-semester courses at Frostburg State University.

Upon written request by the faculty member to the department chair, the chair and the college dean will provide a written recommendation to the Provost on the granting of Faculty Adjunct II status. More information on the process may be obtained from the department chair or the Office of the Provost.

Term of Employment

The initial term of appointment for FTNTT faculty is normally one year. Subsequent contracts may be for a longer term, but are not to exceed three years. For salaried PTNTT faculty, initial contracts are for one semester only, but subsequent contracts may be for longer periods not to exceed three years. Adjunct faculty contracts are for one semester only. Notice of non-renewal is provided in accordance with established University System of Maryland policies on the employment of non-tenure-track faculty. (See [USM BOR Policy II – 1.05, Policy on the Employment of Full-Time, Non-Tenure-Track Instructional Faculty in the University System of Maryland](#) and [II – 1.06, Policy on the Employment of Salaried, Part-Time, Non-Tenure-Track Instructional Faculty in the University System of Maryland](#), and [Policy II – 1.07, Policy on the Employment of Adjunct Faculty in the University System of Maryland](#))

FACULTY AS EMPLOYEE

Benefits

A written statement of the benefits available to FTNTT and PTNTT faculty appears in faculty contracts or letters of appointment. Faculty members also may consult Board of Regents policies governing the provision of those benefits to USM non-tenure-track faculty. (See [USM BOR Policy II – 1.05, Policy on the Employment of Full-Time, Non-Tenure-Track Instructional Faculty in the University](#)

System of Maryland, II – 1.06, Policy on the Employment of Salaried, Part-Time, Non-Tenure-Track Instructional Faculty in the University System of Maryland, and Policy II –1.07 Policy on the Employment of Adjunct Faculty in the University System of Maryland.)

Chair as Supervisor

The Department Chair is the direct supervisor and plays an important role in evaluating the work of all full- and part-time faculty. Faculty should, therefore, feel free to consult with the chair on any questions or concerns with procedures, pedagogy, or the like.

Duplicating

Printing services are available to faculty on the first floor of the Hitchins Administration Building. These services include offset, photocopying, color copying, collating, stapling, and binding. For large jobs, adequate notice should be given to Printing Services to schedule the type of copying. Copyright materials may be duplicated with the permission of the author/publisher, the payment of royalties in specified instances, and in accordance of the law. The normal turn-around time is four days via the campus mail or two working days if the materials are delivered or sent online and picked up. Test material may only be relinquished to a faculty member or department's administrative assistant. Students (including graduate students) may not pick up test material under any conditions.

Online submission forms and instructions can be found on the Printing Services website:
<http://www.frostburg.edu/printingservices/>.

Email

When the signed contract is returned, the Office of Networking and Telecommunications will establish an email account for each faculty member. The FSU email system is defined as the primary means of communication at the University ([PN 3.110](#)). Important information and instructions are sent only by email and students must be able to communicate with faculty via FSU email. Therefore, all faculty must access their FSU email on a daily basis, including deleting messages that are not of interest to avoid overloading the University server.

Employee ID Cards

Faculty shall be entitled to the following Frostburg State University employment benefits with an employee ID card:

- Access to the Lewis J. Ort Library
- Limited discounts on merchandise in the University Store
- Use of any athletic facilities/equipment in the Cordts Physical Education Center
- Ability to schedule a meeting room in the Lane University Center
- Discounted prices when offered for concerts and special events
- Access to other State agencies and State office buildings
- Ability to check out a State car/credit card for authorized travel
- Required by Campus Police for building/room unlocking
- Access to Bobcat Express services

- Free admission to FSU athletic events

Faculty may be issued an employee ID card by presenting the ID Authorization form (which is included in new contract mailing) to ID services, Chesapeake Hall, Monday through Friday from 8:30 a.m. to 4:30 p.m.

Guidelines for the Use of Materials Protected by Copyright

The purpose of copyright is to further knowledge for the public good by providing authors and/or creators with an economic incentive to publish their works. While the intent of the United States Copyright Law (Title 17, United States Code, Sect. 101, et seq.) (“Copyright Law”) is to protect the rights of creators and producers of intellectual property, certain exemptions have been made to facilitate the use of information in academic environments. These exemptions are generally referred to as “fair use” exceptions. Fair use and other exceptions to the law have proven to be open to various interpretations and a number of common myths exist regarding copyright and fair use, often resulting in confusion as to what constitutes the educational fair use of copyrighted materials. The full text of the Copyright Law and its legislative history, plus analysis and commentary, are available in the Lewis J. Ort Library. Faculty, students, staff members and others with questions about the use of copyrighted materials should contact the Ort Library for guidance on their use. Additional information on copyright use is available from the University’s Office of Duplicating, the Office of Research and Sponsored Programs and the University Webmaster.

The University expects that the highest ethical standards as well as compliance with public laws and regulations will prevail in the conduct of its activities. It is the University's policy that all members of the University community will adhere to the provisions of the Copyright Law, the University System of Maryland Policy on Intellectual Property and the University Policy on Intellectual Property. Members of the University community who willfully disregard the Copyright Law, the University System of Maryland Policy on Intellectual Property or the University Policy on Intellectual Property do so at their own risk and assume all liability.

Information for Faculty

Non-tenure-track faculty members have access to the University’s Faculty Handbook in electronic version. The Faculty Handbook is available on the University’s website at <http://www.frostburg.edu/admin/fsenate/faculty-handbook/>. Printed copies of the Faculty Handbook are also available from each department’s chair and administrative assistant.

Intellectual Property Policy

Through their teaching and research, faculty, staff and other members of the University community are encouraged to engage in meaningful activities to educate students, stimulate creative inquiry, inspire solutions to problems through the discovery of new knowledge, share the wealth of their understanding with their colleagues, students and the public at large and create an atmosphere that inspires exploration and discovery. In addition, the University recognizes that it has an obligation to serve those who look to it for expertise by providing the highest quality services and products it can offer from the richness of its resources and opportunities. As the University strives to achieve these

goals, valuable intellectual property inevitably will be created. The University has an interest in the intellectual property developed by its faculty and staff in the course of their work at the University. A primary aim of the University is to encourage those who work within the University community to engage in the kind of creative enterprise that is likely to generate new ideas and discoveries by recognizing and protecting the interests of those creators in and to such intellectual property.

In order to balance the University's interest and the interest of the individual creators within the University community, the University has adopted a policy which is available in the Faculty Handbook and on the University's website.

Keys

Faculty members may request a key for appropriate access to an office, classroom, or lab from their department chair. Upon submission of a request by the department chair, keys are issued through the Physical Plant Department, whose personnel will notify the faculty member when the keys are available. Keys may be picked up from the University Police at the Department of Public Safety Building and must be returned to University Police at the end of a faculty member's contract. Lost keys should be reported to University Police and to the appropriate department chair.

Library

The Lewis J. Ort Library supports the mission of FSU by developing, selecting, and organizing print and electronic resources appropriate to the University's undergraduate and graduate programs. As the only library serving the FSU campus, it recognizes the varied information needs of students, faculty, staff, alumni and community users and strives to suitably address those needs.

The Library currently holds approximately over 500,000 items, including books, periodicals, and audio-visual materials. It also possesses subscriptions to 700 journals, magazines, and newspapers in print and microfilm formats in its collection. Additionally, through the University System of Maryland (USM) and the Maryland Digital Library Project, the Library has access to over 60 electronic databases that include approximately 19,000 full-text journals, magazines, and newspapers. The Research Port gateway supporting the databases is accessible through the Internet and is available to all registered Library users from anywhere in the world on a 24 hour/7 day basis. The cooperative sharing program between USM institutions provides students, faculty, and staff with borrowing privileges from the circulating collections of 16 libraries in the University System of Maryland and Affiliated Institutions (USMAI) Consortium of Libraries. Additionally, interlibrary loan capabilities extend these privileges to thousands of libraries in the United States.

The Library's User Services Division offers Information Literacy/Bibliographic Instruction for classes in the Library's Instructional Center with 24 workstations with Internet Access. Instruction is tailored to meet the goals and desires of the faculty and classes are taught by librarians with subject matter expertise.

For additional information, please visit the Lewis J. Ort Library website at <http://www.frostburg.edu/lewis-ort-library/>.

Mail

Upon hire, FTNTT and PTNTT faculty will be assigned a mailbox by the department's administrative assistant. New faculty will be informed of the location of their mailbox and be reminded to check it each day.

Parking

All vehicles on campus must be registered with the University Police and must display a valid permit. Permits are issued as hangtags which may be purchased in the University and Student Billing Office, located in Pullen Hall, Room 148. Handicapped spaces are designated in each parking lot and are specifically reserved for vehicles with permanent or temporary handicapped license plates or special permits from the state motor vehicle administration agency. Questions regarding parking issues at FSU can be directed to the University Police.

Reporting Procedures - Accident/Injury Occurring on Campus

In the event of a medical emergency or employee injury on campus, immediately call the University Police at x4222. University Police Officers are certified as Maryland First Responders and are in a position to respond quickly, render first aid, and assess an injured employee's need for transportation to the hospital (by ambulance) or to the Frostburg Medical Center for evaluation and treatment.

If a medical emergency or injury is so serious that the need for advanced medical care is obvious, immediately call the Allegany County Emergency Management Center at 911 for an ambulance.

An injured employee may refuse to go to the Frostburg Medical Center for evaluation and treatment. The employee may choose to go directly to a local clinic or hospital, his or her own physician or other provider instead. The employee must provide his or her own transportation if he wishes to go somewhere other than to the Frostburg Medical Center.

An employee who will be away from work for any period of time due to injury or illness should notify the department chair.

It is the responsibility of the employee to notify the Office of Human Resources (OHR) immediately following an injury on campus in order to determine the appropriate documents that may need to be filed with the Injured Workers Insurance Fund (IWIF). It is also the injured party's responsibility to inform and complete a First Report of Injury with their first line supervisor and forward it to OHR. Additional accident reports, including accident witness forms, need to be completed and sent to the OHR within 48 hours of an employee injury.

School Closing Due to Inclement Weather

The policy of Frostburg State University is to remain open during all weather conditions unless an announcement is specifically made that the University will be closed. Information will be available at

the MAIN UNIVERSITY NUMBER (301-687-4000, option 2). The system may be accessed after 6:00 am for the most reliable, up-to-date information regarding delayed openings and cancellations.

Notification of delays or closures will also be made on the main page of the FSU Web site (www.frostburg.edu), through campus e-mail, via www.schoolsout.com and through local radio stations. More details can be found here: <http://www.frostburg.edu/about/weather/fsu-weather-closing-delays/>.

Faculty and staff are strongly encouraged to register for text message or e-mail notifications through the BURG Alert text system. This can be done through the following page: <http://www.frostburg.edu/computing/fsualert/>.

FACULTY AS INSTRUCTOR

Attendance Policy

Each faculty member sets his/her own policy on class attendance. Such a policy should be clearly stated in the syllabus given to students at the beginning of the semester and should not be changed during the semester.

Students are responsible for understanding and abiding by their instructor's attendance policy. The student is responsible for explaining the reason for any absence to the instructor and, if at all possible, the student should contact the instructor prior to the absence. No administrative officer of the University will issue excuses for class absences for any reason.

Students who incur absences when they participate in University activities must notify their instructors in advance. Activities may include, but are not limited to meetings of regional and national scholastic and professional events, participation in University-sponsored dramatic or musical events, and varsity athletics. If an instructor has questions regarding the student's absence for such activities, he/she should contact the faculty member or other persons responsible for the activity.

The University Store (Bookstore)

The University Store (located in the Lane University Center) orders materials and books required for classroom use. Prior to each semester, forms are sent to Department Chairs requesting book-ordering information for the following semester. The faculty discount is ten percent on imprinted materials and supplies.

Textbook Provision ([PN 3.071](#))

The Frostburg State University Store (bookstore) can be considered as the main repository of information regarding textbooks, course materials, and classroom supplies for the FSU community.

As such, all instructors shall provide the University Store, on a timely basis, with a completed "textbook adoption form" as supplied by the University Store each semester.

Any faculty member shall have the option to place orders for texts and other materials at any retail outlet. However, to serve students who are unable to go to other locations and make multiple purchases (e.g., parents provide only one check; "Bobcat Express" money is being used; physically challenged students who are unable to obtain transportation), the University Store must also receive textbook adoption requests so that students with particular needs can be served.

Class Cancellations

If it becomes necessary to cancel class for any reason, faculty must be sure to notify the chair of the department; if he or she is not available, notify the department's administrative assistant, so that students who come to the classroom will be informed. If time permits, faculty should consult with the chair to see whether the absence can be covered by a colleague. Faculty may also want to email students about the cancellation, advising them how to handle readings or assignments that were to be covered in class.

Class Rosters

The Office of Networking and Telecommunications contacts new faculty members before the beginning of the semester to establish a PAWS account. If faculty members are not contacted, they should call the HELP desk (x7777) or check with their department chair. Once a PAWS account has been established, it can be used to view class rosters.

Distance Education at Frostburg State University

Online Courses

Fully online courses at Frostburg State University have most of their class materials available electronically and use the internet as the primary means of communication. Online courses may provide, when appropriate and feasible, occasional on-site contact between students and the instructor (e.g., an orientation session or proctored testing), but faculty must make alternative arrangements for students who cannot attend an on-site meeting. Regular on-site class attendance cannot be a course requirement.

All qualified FSU faculty, including non-tenure-track faculty, are eligible to teach approved online courses for the University.

The Blackboard Learning System

The Blackboard Learning System is the University's exclusive course management system. Blackboard is web-based and provides tools for posting and accessing course announcements, materials, and assignments; taking online quizzes; communicating with course participants; and sharing documents and projects with instructors and classmates. Additional system functionality includes but is not limited to: note-taking tools, glossary tool, discussion boards, virtual classroom, instructor office hours, group collaboration, testing/assessment, and grade tracking and weighting.

Faculty Development and Support

The Office of Instructional Design and Technology supports online education at FSU by providing professional development opportunities to faculty throughout the year. The ACIT is committed to providing support and resources to faculty for their success in online teaching.

The ACIT also works closely with individual faculty members whose course development needs require special technical assistance by providing guidance in the use of multimedia and other technologies to support the development of quality teaching materials.

Additional Information

For additional information on offering an online course at FSU, please see Frostburg State University's Online Education Procedures and Guidelines, (Office of the Provost, March, 2014) at <http://www.frostburg.edu/admin/provost/reports.htm>.

Interactive Video Courses

FSU offers courses via the Interactive Video Network (IVN) between the Frostburg campus and the University System of Maryland System Center at Hagerstown and other locations. All courses and programs offered as part of this arrangement are developed, approved, and evaluated according to the same university procedures for courses and programs offered in regular classrooms.

In support of interactive video instruction, the Office of Academic Computing and Instructional Technologies (ACIT) provides workshops, regularly scheduled presentations, and one-on-one assistance regarding course and materials design.

Drop/Add

During the first week of each semester (or equivalent portion of another session), students may drop and add classes without record. Students also may request permission to override the enrollment limit set for a particular course or to enroll without pre-requisites. Faculty are encouraged to see the department chair or administrative assistant to determine whether such requests are to be approved by the instructor or centrally. All overrides and exceptions must be entered into PAWS by the department chair or assistant. Also, if the student misses the first class meeting without notifying the instructor/ department, the department chair at his/her discretion has the authority to drop that student from the course if other students are waiting for space in the class. Class rosters will not be final until after the last day to add/drop listed in the academic calendar.

Field Trip Requirements

If a faculty member wishes to take students off campus during the course of instruction, they are to contact University Counsel in the Office of the President (x4111) for appropriate liability release forms. It is important that all student off-campus field trip events be approved and proper release forms be completed well in advance of the day of the event.

Final Exams and Grades

Assigned final exam dates and times are listed with the class schedule in PAWS. Final exams must be given at the assigned time and date during the final exam period (no exceptions – [PN 2.016](#).) Final grades are due no later than 48 hours after the assigned final exam period. Faculty whose grades are not recorded within 48 hours of the end of the final exam period will be reported to their department chair and dean.

Final grades are submitted online through PAWS. Faculty should study the online tutorial and request instruction from a colleague or the department chair prior to their first grade recording.

International Education

The Center for International Education (CIE), located in the Fuller House, promotes, coordinates, and supports FSU's study abroad programs and sponsors international co-curricular programs on campus. The Center also oversees international student programs and services. The Center's Director is advised by the International Education Council consisting of students, faculty and administrators.

The CIE advises international students on US Citizenship and Immigration Services (USCIS) regulations, local and US customs and culture, campus life, and the U.S. educational system. Regular extracurricular activities for international students are arranged and funded through the CIE.

For additional information on the Center for International Education, please the CIE website at <http://www.frostburg.edu/admin/cie>.

Mid-Semester Warnings

Mid-semester warnings are submitted through the PAWS software. Faculty must enter the grades of students who have performed at the D, F, or FX quality level in all 100- and 200-level classes as well as all courses that meet Core Skill Requirements in the General Education Program. See the department chair or administrative assistant for further information.

Office Hours

All faculty are expected to schedule office hours and to keep those hours as scheduled. Full-time faculty are required to schedule a minimum of five hours per week over at least four days of each week during the regular semester. Part-time faculty are advised to schedule one hour per week for each course they teach. Faculty members are to be available, on a reasonable basis, for appointments outside their regularly announced office hours.

PeopleSoft (PAWS)

The PeopleSoft Administrative Workflow System (PAWS) is Frostburg State University's administrative services software. For students and faculty, it is a web-based system used to conduct nearly all administrative functions. Students can access their academic records and transact business with the Registrar's and Student Billing offices. Faculty can see their class rosters, input grades, and review the academic records of their students and advisees. The username and password assigned for email access also provides access to PAWS. (See Appendix D for important PAWS information for faculty and advisors.)

Performance Evaluations

Departments will evaluate the teaching of non-tenure-track faculty members on a regular basis and have written procedures for evaluating their performance. Departments will evaluate the teaching of non-tenure-track faculty members on the same basis used to evaluate the teaching of tenured and tenure-track faculty members; however, procedures differ for FTNTT, PTNTT, and adjunct faculty.

Evaluation procedures are as follows:

The department chair or designee is solely responsible for evaluating the teaching of a PTNTT and adjunct faculty member.

The teaching of FTNTT faculty members is evaluated using the same procedures applied to tenured and tenure-track faculty members. 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. (See the Faculty Handbook Section A-12 for procedures).

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

Professional Development

Full-time, non-tenure-track faculty members are currently eligible for professional development grants administered by the Faculty Development and Sabbatical Subcommittee. Academic departments are encouraged to include all non-tenure-track faculty in departmental, University, and external faculty development opportunities and events.

Student Privacy Rights

Education Records Disclosure

The Family Educational Rights and Privacy Act (commonly referred to as “FERPA” or the “Buckley Amendment”), provides that students have certain rights regarding the inspection and disclosure of education records directly related to them and maintained by the University.

Students have a right to inspect and review their education records. Education records generally include every record that is related to the student, with certain minimal exceptions. Personal notes made by faculty members about the student may or may not be considered education records. Therefore, it is recommended that faculty be prudent when taking notes about students and are cautioned about sharing them with others. Faculty should also note that emails in which a student is mentioned are generally considered public records and often must be released to a student who requests them.

Personally Identifiable Information

Students have a right not to have the University disclose personally identifiable information contained in the student’s education records without the student’s prior consent. Personally

identifiable information includes but is not limited to student identification numbers, student grades and academic warnings, disciplinary actions, and financial and billing information. This information cannot be disclosed to anyone other than the student without the student's prior written consent. Student identification numbers are considered personally identifiable information. No part of the student identification number may be used to identify students on a grade sheet or other form.

Example 1: Students may not be requested to sign their name next to their identification number on a class roster that other students will be able to see as the list is passed around the classroom;

Example 2: Student grades should not be posted using the student identification number.

Directory Information

Directory information may be disclosed without the student's prior consent unless the student completes on an annual basis a Non-Disclosure of Information Form with the Office of the Registrar. Before disclosing directory information, the faculty member should check with the Registrar to be certain that the student has not executed the Non-Disclosure of Information Form. The University considers the following information to be directory information: Name, local and permanent address, hometown, telephone, date of birth, academic major, activities, sports, weight and height for athletes, dates of attendance, degrees and awards received, most recent educational agency or institution attended, and classification.

Students who do not wish to have directory information disclosed complete a form through the PAWS system. Faculty and advisors may view this information after entering the student's identification number. If an icon that looks like a window shade appears, this will indicate that the student has requested non-disclosure of directory information.

Authority to Release Information Form (see next page)

The University has instituted an electronic signature form wherein students may annually give their consent for disclosure of personally identifiable information. Faculty and advisors may determine if a student has given such consent by going through their advisee roster or looking up the student in the New/Drop-In Advisee area in PAWS. If the student has given permission to disclose information, such as grades or financial records, there will appear a yellow icon (Authority for Release of Information) in the form of a piece of paper. Click on the icon to determine what information the student has given permission to disclose and to whom s/he has given such permission (see example of PAWS screenshot below). The permitted disclosures are limited to those the student has checked on the form. For example, the student may give permission to discuss grades with a parent but not disciplinary actions.

Unless the student has executed the form and the name of the person who is requesting information appears on the disclosure list, the faculty member must not disclose any personally identifiable information. In such cases, or if the faculty member is unsure of whether the student has given permission to disclose, the requestor should be directed to the Office of the Provost.

AUTHORITY FOR RELEASE OF INFORMATION

In accordance with the Federal Education Rights and Privacy Act of 1974 ('FERPA'), I authorize and consent to the release of information from my academic and financial records at Frostburg State University, Frostburg, Maryland, as requested below to the stated individual(s) during academic year 2014 - 2015.

I release Frostburg State University, the University System of Maryland, the State of Maryland and any individual, including records custodians, from all liability for damages that may result to me due to compliance, or any attempts to comply, with this authorization.

This release is binding, now and in the future on my heirs, assigns, associates, and personal representative(s) of any nature.

EXPIRES AUTOMATICALLY AT THE END OF THE ACADEMIC YEAR

I authorize release of the information below:

ALL REQUESTED INFORMATION: Y

- OR -

SPECIFIC INFORMATION (CHECKED ITEMS BELOW): N

Mid-term warnings: N

Final Grades: N

Student Code of Conduct Actions: N

Financial Aid information: N

Billing Information: N

Academic Probation or Dismissal Status: N

Name of person to release information to:

Recipient's Name: [REDACTED]

If information is to be mailed to the above person provide:

Street Address: [REDACTED]

City: Cumberland

State: MD

Zip Code: 21502

Name of additional person to release information to:

Recipient's Name: [REDACTED]

If information is to be mailed to the above person provide:

Street Address: [REDACTED]

City: Cumberland

State: MD

Zip Code: 21502

Name: [REDACTED]

PAWS ID: [REDACTED]

student signature: [REDACTED]

[s] Date: 07/17/2014

Support for Teaching

The following are provided to non-tenure-track instructional faculty members in support of their departmental assignments: informational documents such as department policies, past course syllabi (if available), and class schedules. Services such as assistance in ordering textbooks and copying of course materials and other important items such as an appropriate place to meet with students, an institutional email account and computer access, and telephone services are also provided. Non-tenure-track faculty members are also invited to attend department and University orientation sessions.

Full-time, non-tenure-track faculty will be given an appropriate place to meet with students during scheduled office hours (except if the instruction is completely online). All FTNTT faculty will have access to a computer for their individual use and a University email account.

Part-time, non-tenure-track faculty and adjunct faculty, who are not teaching exclusively online, will have an appropriate place to meet with students, but may need to share a common office or space with other PTNTT and adjunct faculty members. These common areas are equipped with at least one computer for shared use. Alternatively, PTNTT and adjunct faculty members have access to the University's general computing laboratories. Email accounts are assigned to PTNTT and adjunct faculty for the length of their employment at the University. During normal business hours, FTNTT and PTNTT faculty have telephone access through the department's administrative assistant.

Syllabus

[PN 2.025](#) (from the Faculty Handbook)

A syllabus is required for every course. A paper or electronic copy of the syllabus must be distributed to each student in the class by the second class period. In addition, two copies (either paper or electronic) must be given to the department's administrative assistant (one copy to be retained by the department and available for review by prospective students, and one copy for University files).

Syllabi are to include the following:

1. Course title, number, section, semester, and year.
2. The instructor's name, office number, building name, telephone numbers of faculty office/secretary, and office hours (posted and statement indicating available by appointment).
3. Course description as it appears in current catalog.
4. A description of major course objectives, activities, assignments, and examinations or other evaluations.
5. List of learning resources (required/recommended textbooks and other course materials or expenses particular to the course).
6. Statements on:

- a. Attendance and tardiness, including an explicit statement of terms and/or penalties that pertain to student participation in co- and extracurricular activities.
 - b. Late, incomplete, or missing assignments; make up exams.
 - c. Grading procedures, including relative weightings and methods for determining the final grade. (Included in the discussion of grading should be a statement concerning whether or not the CS, in Core Skills courses, or the NC, for students with fewer than 60 credits earned, is an option in this course; if so, what criteria will be used to determine whether a student is eligible for this grade; and, for the CS, what the students' future obligations are if they receive this grade.)
 - d. Class participation.
 - e. Academic dishonesty, including plagiarism.
7. A schedule of assignments, readings, and examinations or evaluations: a per-class schedule of activities (as appropriate for the course).
 8. A description of activities and the schedule for the final examination period (the 15th week of the semester).
 9. Course syllabi for courses listed for both undergraduate and graduate credit should be different. The general expectation is a student receiving graduate credit should be required to perform at a higher level than an undergraduate student. As such, the graduate syllabi should reflect specific learning outcomes appropriate for graduate-level students. Graduate grading options are also different in that graduate students cannot be awarded a "D" letter grade for below average performance.
 10. All syllabi must include a clear statement explaining that instructors are mandatory reporters of child abuse. The following is the suggested statement, though instructors may adjust it as long as it remains consistent with state law and FSU policy:

REPORTING OF CHILD ABUSE:

Please be aware that, according to state law in Maryland, educators are required to report current and past child abuse and neglect even when the former victim is now an adult and even when the former alleged abuser is deceased. If you disclose current or past abuse/neglect in class, in papers, or to me personally, I am required by law to report it. Please see me if you are interested in more information about this law.

New course proposals for 400/500 classes should be submitted with two distinct syllabi, one identifying the undergraduate course requirements and a second that identifies graduate requirements.

It is strongly recommended that syllabi include notice of the contingency plan to provide students with a way to continue coursework via the use of online or mailed materials should the University be forced to close as a result of pandemic flu.

Should educational or practical considerations necessitate changes in the syllabus, these are to be announced appropriately in advance and preferably in writing.

Teaching Assignments

The University will give non-tenure-track faculty as much notice as possible of their teaching assignments. The goal is a minimum of 45 days notice of projected teaching assignments, but due to sudden changes in staffing needs within academic departments, this may not be practical.

Workload Standards for Full-Time, Non-Tenure Track Instructional Faculty

The new BOR policies require USM institutions to formally establish an instructional workload standard for full-time, non-tenure track faculty members. Frostburg State University (FSU) ordinarily expects a FTNTT faculty member to teach between seven to eight courses per academic year, depending on the nature of the instructional assignments. This workload normally equates to three or four courses per academic semester or an assigned equivalent. Assignment of a fifth course will constitute a course overload for which the instructor must be paid at a rate established by the University.

Workload Standards for Part-Time, Non-Tenure-Track Instructional Faculty and Adjunct Faculty

Part-time, non-tenure-track instructional (PTNTT) and adjunct faculty may usually teach no more than two to three courses per academic semester.

UNIVERSITY LIFE AND GOVERNANCE

Athletic Activities

All faculty members are invited to participate in the intramural program and attend intercollegiate sporting events. An employee ID card will admit the faculty member and his/her family members to all athletic events in the Bobcat Arena (volleyball and men's and women's basketball teams), Bobcat Stadium (football and men's and women's track and field programs), the Bob Wells baseball field, softball complex, soccer complex, field hockey/lacrosse field, and Cordts Tennis complex. Faculty members may also use their employee ID cards for admittance to the swimming pool; racquetball, handball, and squash courts; golf/baseball practice room; and weight and cardiovascular rooms.

An assigned locker in the Cordts Physical Education Center dressing room area is available for a fee to be paid to the University Billing Office. Faculty members are to bring the receipt to the Equipment/Issue Room in the P.E. Center for locker assignment.

Cultural Events Series

The Cultural Events Series (CES) enhances the quality of campus life through the development and implementation of a comprehensive arts program. Throughout the season, CES presents 9 to 12 events that are performed by professional touring artists. It also hosts at least one residency performing group per season as well as a multitude of educational outreach opportunities that are incorporated into the performance schedule. For information on attending a CES performance or incorporating a performance or outreach into a class syllabus, call (301) 687-3137 or visit the University Box Office in the Lane University Center.

Faculty Participation in University Life

Frostburg State University desires to integrate non-tenure-track faculty into the scholarly, intellectual, academic, and social life of their academic department and the institution. FTNTT faculty members are presently eligible for the University's Faculty Achievement Awards in Teaching, Professional Development, and Service. FTNTT, PTNTT, and adjunct faculty members are invited to present in their areas of expertise, including faculty lectures and scholarly panels. They are also included in department faculty meetings, as appropriate.

Faculty Participation in University Shared Governance

Non-tenure-track instructional faculty members are invited to attend meetings of the Faculty Assembly and are allotted two seats on the Faculty Senate. The election procedures outlined in the Charter of the Frostburg State University Faculty Senate also apply to the non-tenure-track positions. Non-tenure-track faculty serving on Senate have the same rights, privileges, and duties as tenured and tenure-track faculty serving on Senate.

New Faculty Checklist

Appendix A

NEW FACULTY CHECKLIST

The following checklist can be used as a guide to provide new faculty with the information you need to become acquainted with important policies, procedures and services. If you are a new faculty member, please ask your department chair or administrative assistant for help in obtaining this information.

Policies and Procedures:

- Long distance phone calls
- Textbook orders
- Syllabi
- Common department syllabi and rules
- Sick leave and collegial support
- Positive time reporting
- Photocopying
- Course packets
- Ordering supplies
- Postage
- Emergency numbers
- Directory lists and websites for classes
- Faxing
- Office space
- Office hours
- Computer support
- Parking
- Add/drop procedures

Important Documents and Websites:

- Schedule of classes
- Catalogs
- Faculty and Staff directory
- Academic calendar
- Faculty handbook
- Employee handbook
- Departmental brochure and website
- Blackboard course management system
- PAWS student administration/ learning management system
- Information about western Maryland

Support assistance with:

- Preparing correspondence, tests, syllabi
- Ordering textbooks and supplies
- Maintaining files, etc.
- Enrollment/ prerequisite overrides (in PAWS)

Departmental Communication:

- When and where it takes place
- What is addressed
- What the expectations are regarding attendance
- How to stay informed
- Department meetings
- Email/ directory lists
- Committees
- Department mailboxes

A Tour of the Following Areas:

- Classrooms frequently used
- Meeting rooms
- Places to eat
- Faculty/ staff offices
- Dean's Office
- Pullen Hall
- Where to park
- Restrooms

**Important
PAWS
Information
For Faculty and Advisors**

Appendix B

Important PAWS Information For Faculty and Advisors

Accessing PAWS

Access PAWS from the University Online Services Website at:

<http://www.frostburg.edu/computing/university-online-services-paws/>

Login Details

A username and password are required to log into PAWS. Your PAWS username matches your FSU email username.

Example: jasmith for Joe Allen Smith with FSU email address jasmith@frostburg.edu

If you do not know your FSU email username, you may use the online “Fine My User Name Utility” here: <http://www.frostburg.edu/computing/lookup-user/>. You may also contact the FSU Help Desk on-campus at x-7777 or off-campus at 301-687-7777.

Password

Initial password is as follows: first character of your first name in uppercase, first character of your last name in lowercase, last 4 digits of your social security number, first character of your first name in uppercase, first character of your last name in lowercase.

Example: Js7785Js for Joe Smith with social security number 353-54-7785

Forgot your Password or Need to Change It?

This can be managed at FSU’s Password Portal page, found here:

<http://www.frostburg.edu/computing/password-management/> or contact the FSU Help Desk on-campus at x-7777 or off-campus at 301-687-7777.

FSU ID

Faculty, staff, and students are assigned an FSU ID (also known as EmplID), which will be used as their primary identification code. Faculty, staff, and students keep their FSU ID throughout their career at FSU. Please memorize or make note of this ID.

PC Requirements

PAWS will function on platforms meeting the manufacturer’s minimum requirements for a given web browser and operating system combination. You will experience better results if you have a workstation that exceeds the minimum requirements.