

UNIVERSITY OF BALTIMORE FACULTY HANDBOOK

Welcome to University of Baltimore!

Your Faculty Handbook provides important information on policies and procedures for all faculty. Note, however, that information is subject to change over time, as per established procedure for policy changes. The handbook also does not alter the terms of employment as set forth in an employee's contract. Policies are updated in the online [Policy Guide](#) and in the undergraduate, graduate, and law catalogs. Individual schools also have guides or handbooks for their faculty, and there is an Adjunct Faculty Handbook.

ABOUT UB

The University of Baltimore (UBalt) is a member of the 12-institution [University System of Maryland \(USM\)](#). Located in midtown Baltimore, it is “The University of Baltimore for Baltimore,” serving students, faculty, staff and the urban community in which it resides.

Map, Directions and Parking

[UB Parking \(Employee, Student, Visitor, Disability, Shuttle Service\)](#)

Schools and Colleges

[Yale Gordon College of Arts and Sciences](#)

[College of Public Affairs](#)

[Merrick School of Business](#)

[School of Law](#)

Centers and Institutes <http://www.ubalt.edu/about-ub/ub-centers.cfm>

Each of the four major academic units of the University sponsors one or more centers and institutes. They are listed at the linked pages below.

Merrick School of Business

- [Center for Entrepreneurship and Innovation](#)
- [Jacob France Institute](#) (houses the [Baltimore Neighborhood Indicators Alliance](#))

College of Public Affairs

- [Schaefer Center for Public Policy](#)
- [Center for Drug Policy](#)

School of Law

- [Center on Applied Feminism](#)
- [Sayra and Neil Meyerhoff Center for Families, Children and the Courts](#)
- [Center for International and Comparative Law](#)
- [Center for the Law of Intellectual Property and Technology](#)
- [Center for Sport and the Law](#)

Yale Gordon College of Arts & Sciences

- [Hoffberger Center for Public Ethics](#)

Useful pages listing Resources:

- [Dean of Students](#)
- [Policy Guide](#)
- [Human Resources](#)
- [Consumer Information](#)
- [Institutional Research](#)
- [Institutional Effectiveness](#)

Faculty Hub – Teaching and Learning Resources

When faculty log into Sakai, they should see **Faculty Hub** listed as one of their sites. Developed by the Bank of America Center for Excellence in Learning, Teaching, and Technology (CELTT) team, the Hub includes a QuickStart Guide for going online, Instructional Design and EdTech guides, as well as other resources. CELTT has also newly developed the Promoting Online Excellence (POE) mini course for faculty.

[CELTT](#) can help faculty with learning to use Sakai tools, such as analytics that show how often students logged in and when.

Through an RFP process in 2020, the University selected RPNow as an online proctoring product. Faculty interested in using the product should contact CELTT and their dean's office prior to the time of registration for the course. Faculty have to provide notification at the time of registration about any technology needs for the course, and the syllabus has to provide guidance to students about the product. There is an online proctoring policy. The School of Law uses ExamSoft.

Practicalities for Starting the Semester:

Syllabus Repository: For practical reasons in advising and academic support, as well as for accreditation reasons and for serving students with disabilities, each syllabus must be uploaded to [UB's Syllabus Repository](#) by September 8. Deans' staff upload the policies, so faculty should send their syllabi to the contact provided by the school (or the associate dean).

Syllabus Policy includes addendum

Recording Statement: The Student Success Resources addendum to the [syllabus template](#) includes the recording statement and a discussion of participation and attendance, which helps clarify expectations for students in online courses.

Faculty or students with the approval of the Office of Disability and Access Services may be required to record classes for the purposes of accommodating a disability, or faculty may opt to record classes for students who cannot attend or so students who wish to review may have access to the full class content. All class recordings, audio or video, are for the sole use of that specific class instruction and study and may not be used or reproduced by students for any other purpose. Similarly, students may not capture images or chat text from a class without permission from the instructor for use specific to that class instruction and study, and such images may not

be used or reproduced by students for any other purpose. Violating these directions is a conduct violation. All class recordings prepared by faculty for instructional use are protected by a UBalt login process based on where they are posted, and they are configured not to be downloaded. If a class is being recorded, students may mute their microphone if they do not consent to be audio recorded, but this may mean they need to find additional ways to participate in class discussion.

Verify your class roster: UB students are to be dropped from a class if they do not participate prior to the course's drop-for-non-attendance deadline. Use the class roster in MyUB to indicate "never attended" students who no-showed or who stopped participating and who are still on your roster at the deadline. Records and Registration posts [How-To Guides](#).

Early Alert for Undergraduate Courses: Early Alert is an undergraduate faculty intervention tool that is used by faculty to identify student behavior that requires immediate attention by the academic advisor and/or interventions facilitated by Library Services (i.e., behavioral issues, connecting to resources, spotty attendance, etc.). This is a distinct system from the class roster. Early Alert can be accessed in MyUB by



clicking this icon: Particularly in the current environment, Early Alert can be a helpful tool to connect students with advisors and other needed resources. Early Alert is required for 100- and 200-level courses and is recommended for 300- and 400-level courses. Carey Miller in the Division of Student Success and Support Services oversees this retention tool and should be contacted with any questions that you may have. **We strongly encourage faculty to design low-stakes assignments in the first few weeks of classes to assess student readiness and engagement. This early intervention has been documented to increase student success.**

Attendance During Drop/Add (Schedule Adjustment) Period

UBalt drops students from a class roster who do not:

- (a) participate in the face-to-face or online class by the end of the drop/add date, or
- (b) have Office of the Registrar permission to be added to a class after the drop/add date. Students must notify the course instructor immediately upon obtaining permission, and must participate in class as soon as possible.

Once a student is registered and the drop/add date has passed, UBalt does not drop for nonattendance, but there are consequences for students missing classes. Students are subject to the university and class attendance policies.

Attendance/Participation in Remote Classes taken Online in Real Time (i.e., synchronous classes)

Students should keep in mind that faculty must be able to determine if a student is truly participating in a class to comply with University and accreditation attendance policies. A student is considered absent if logged into a synchronous class but does not respond via audio, chat or other approved methods to a faculty prompt. Visual and/or audio presence may be required for examinations or other types of assessment, and video presence may be required by faculty for every class meeting, except when students have made other arrangements with the faculty member due to exceptional circumstances. Students should be mindful that misrepresentation of attendance is academic integrity violation and, in the School of Law, an honor code violation.

Students may wish to position themselves with their back to a wall or use a virtual background in Zoom while remaining clearly in attendance and engaged in class. See <https://support.zoom.us/hc/en-us/articles/360043484511> for Zoom information and technical specifications; Chromebooks and Chrome OS do not support virtual backgrounds or the blur feature. University of Baltimore backgrounds can be downloaded from the University website (<http://www.ubalt.edu/social-media.cfm>). Webcams and computers may be loaned from the Office of Technology Services.

Academic Integrity

The University of Baltimore (UBalt) is a community comprised of students, faculty, administrators, and staff who share a commitment to learning. Exceptional academic honesty is essential to the university's mission of learning, scholarship, and integrity. We believe:

- Honesty is the foundation of personal integrity.
- Honesty promotes substantive learning.
- Honesty validates the recognition of scholarly achievement.
- Honesty demonstrates respect for the work of others and enables effective cooperation.

All members of our community share responsibility for actively fostering academic honesty, actively discouraging academic dishonesty, and engaging in ongoing discussion of activities that may violate the spirit of honesty.

The [Academic Integrity Policy](#) provides information regarding behaviors that violate the academic standards at UBalt. These behaviors include, but are not limited to, plagiarism, cheating, falsification, and facilitation. Violations of the policy will likely result in charges which can lead to a failing grade on an assignment, a failing grade in the course, or even suspension from UBalt. All UBalt students are responsible for understanding their obligations under this policy.

Students with questions about the appropriate use of materials or the manner in which work should be done should speak with their professor or seek guidance from other resources at the university such as the Robert Bogomolny Library and the [Citation and Licensing Guide](#) in Sakai.

Several resources are also posted [online](#).

Plagiarism Tutorial

All undergraduate and graduate students are expected to take UB's [Plagiarism Tutorial](#) before the end of their first semester at UB; some faculty may require it of their students.

Turnitin

As a part of an institution-wide effort to ensure the originality of student work, UB licenses [Turnitin](#), a commercial text-matching service that analyzes students' submissions against its own archive of student papers, articles, and web sites to report on student originality and identify possible plagiarism. UBalt faculty members reserve the right to use this or other measures to evaluate student work for originality and for correct attribution.

Code of Conduct

Students are expected to maintain a high standard of conduct both within and outside the classroom. Since the university's role is to provide the best possible atmosphere for learning, growth, and development, individuals who violate its policies and expectations are subject to review and possible university sanctions. The [Student Code of Conduct](#) outlines the university's expectations of students, discusses relevant policies of which students should be aware and details the processes students will work through should there be allegations of a potential violation.

Students are required to maintain these standards both on and off campus; failure to be aware of these expectations is not accepted as an excuse for violations. The [Office of Student Support](#) is responsible for the oversight and facilitation of the adjudication of concerns regarding potential Code of Conduct violations.

Grade Challenges

Students have the right to a grade based on their actual course performance as compared to an articulated standard that is applied to all those taking a course. Each instructor must therefore be able to articulate a uniform, identifiable standard that is applied in calculating any part of a student's course grade. That standard must relate to the course syllabus, academic instruction, and the assignments and materials that were provided to the class. The university's [policies and procedures related to grade challenges](#) detail the processes to follow for students who have a grade challenge.

Mid-Semester Progress Reporting for Undergraduates

Mid-Semester Progress Reports will be issued for all undergraduate students halfway through the semester. Students may earn a grade of S/Satisfactory – which means you are passing the class with a C or better; a grade of NS/Not Satisfactory – which means your grade is a C- or lower; or a

grade of FA/Failure due to absences. Mid-Semester grades do not appear on student [transcripts](#) and are not calculated as part of a student's Grade Point Average (GPA). Students who earn a grade of NS or FA should contact their professor and advisor to discuss ways to improve their performance.

Incomplete Grades and Requests

An Incomplete (INC) grade may be granted to a student at the discretion of the instructor and the appropriate dean's office when the student encounters unanticipated extenuating circumstances (for example, hospitalization) that temporarily prevent the student from completing required coursework. The student and faculty member must agree upon the Incomplete before term grades are due, and the student should petition for the Incomplete as soon as the unanticipated circumstances are recognized.^[1]

Documentation is required to officially issue the Incomplete, including a contract signed by the instructor and the student detailing due dates for all remaining work to be completed. Incomplete coursework must be completed by specific deadlines: the [university catalog](#) outlines the timeline for an incomplete to convert to an F grade if work is not completed in a timely way. Please see specific dates on the [University's Academic Calendar](#).

Privacy Act

Public Law 93-380 (Family Educational Rights and Privacy Act of 1974, also known as the "The Buckley Amendment") provides certain rights to students (and, in some cases, parents) concerning access to educational records. For more specific information on your privacy rights, visit the [FERPA for Students website](#).

Title IX Sexual Harassment and Sexual Misconduct Policy

UB has clear [policies and procedures related to Title IX and nondiscrimination policies](#). The university's [Sexual Harassment and Sexual Misconduct policies](#) are compliant with Federal laws prohibiting discrimination. Title IX requires that faculty, student employees, and staff members report any known, learned, or rumored incidents of sex discrimination, including sexual harassment, sexual misconduct, stalking on the basis of sex, dating/intimate partner violence, or sexual exploitation and/or related experiences or incidents.

[The UB Policy Guide gives a comprehensive listing of UB policies, which are detailed below in the following handbook sections.](#)

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Faculty Affairs

Academic Affairs

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Administration
Financial and Business Affairs
Information Technology
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Student Affairs

General Campus Resources and Services

FACULTY AFFAIRS

In this section you will find information regarding USM, UB, and individual college policy on issues such as promotion and tenure, performance evaluation, compensation, leave, grievance procedures, requirements for employment within the System and university along with your rights and responsibilities as a faculty member. Adjunct faculty can find the adjunct policy and procedures guide here and should also consult the Office of the Provost webpage for additional information regarding part-time employment at UB.

APPOINTMENT, RANK, TENURE, PROMOTION AND RETENTION

[USM II-1.00 Appointment, Rank and Tenure of Faculty](#)

[UB VI-1.1 Promotion and Tenure Policies and Procedures - UB](#)

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[UB VI-1.5 Promotion, Tenure and Retention Policies -School of Law](#)

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[UB VI-1.12: Librarian Policy on Promotion and Permanent Status](#)

[UB VI-1.10 Tenure Clock Stoppage Extension Policy](#)

[USM II-1.02 Academic Credentials](#)

[USM II-1.03 Concurrent Faculty and Administrative Appointments](#)

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[USM II-1.19 Comprehensive Review of Tenured Faculty](#)

PERFORMANCE EVALUATION OF FACULTY -- UB follows USM policy

[USM II-1.20 Evaluation of Performance of Faculty](#)

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[UB VI-6.1 Sabbatical Leave Policies and Procedures](#)

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[USM II-2.10 Terminal Leave](#)

[UB VI-10.1 Retrenchment Procedures \(Faculty\)](#)

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[USM II-2.32 Accident Leave](#)

[UB VI-6.5 Accident Leave Procedures](#)

[USM II-2.30 Sick Leave](#)

[UB VI-6.6 Sick Leave](#)

[USM II-2.31 Family and Medical Leave](#)

[USM II-2.40 Annual Leave](#)

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[UB VI-8.1 Professional Commitment of Faculty](#)

[USM - II-3.20 Teaching Outside Home Institution by Full-Time Faculty](#)

[UB Outside Employment Form](#)

[USM II-1.25 Workload and Responsibilities](#)

[UB VI-8.2 Faculty Responsibilities](#)

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ACADEMIC AFFAIRS

Here you will find useful information on academic integrity pertaining to faculty, students and administration. Faculty can find information on how to maintain confidentiality in regard to student records, transcripts and grades and get some understanding of student tuition and fees as well as the process for grade challenges. Faculty can also find information on the process for developing new courses and programs.

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[USM VIII-2.5 Student Tuition, Fees, and Charges](#)
[USM VIII-2.60 Tuition Fellowships for Graduate Students](#)

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RESEARCH

Research is an important part of faculty life at UB. This section provides resources for getting your research done, including links to the Office of Sponsored Research, Intellectual Property policy, and Institutional Review Board guidelines.

[UB Office of Sponsored Research](#)
[UB Institutional Review Board \(IRB\)](#)
RELATED RESEARCH POLICIES (see [UB VIII: Research; USM IV: Research](#))
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[UB IV-1.1 Alcohol and Drug Policy](#)

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[UB IV-6.1 Parking and Traffic Regulations](#)

[USM VI-9.10 Reporting of Campus Crime Statistics](#)

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[USM VI-2.00 Change Institution Name or Status](#)

[USM VI-3.00 Advertising](#)

[USM VI-5.10 Preservation of Items of Historical Interest](#)

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Pertinent to faculty is travel information, as per USM and UB policy. UB follows USM guidelines for many fiscal and business affairs (see link below), such as off-campus programs, facilities master plans, policies on payment of tuition and fees, among others.

TRAVEL

[USM VIII-11.00 University System Travel](#)

[UB Comptroller Office -- Travel Policies](#)

INFORMATION TECHNOLOGY

In this section you will find answers to your questions concerning technology use at UB, including the email policy and guidelines, wireless policy, acceptable use of IT resources, and policies regarding network security and institutional data management.

[USM X-1.0 Institutional Information Technology Policies](#)

[UB III-A Acceptable Use of Information Technology Resources](#)

[UB III-1.1 E-mail Policy](#)

[UB III-1.2 E-mail Guidelines](#)

[UB III-2.1 Information Technology Security Policy](#)

[UB III-2.2 Network Security Policy](#)

[UB III-2.3 Wireless Network Policy](#)

[UB III-2.4 Institutional Data Management Policy](#)

HUMAN RESOURCES

With links to information on both USM and UB policy on sexual harassment, sexual assault and AIDS; non-discrimination on the basis of sexual orientation; affirmative action and other Title

IX issues, this section provides information on many types of social and behavioral issues governed by the Office of Government and Community Relations and the Office of Human Relations.

[UB Office of Human Resources](#)

[UB Office of Government and Community Relations](#)

[UB II-7.1 Non-discrimination, Sexual Misconduct](#)

[UB II-7.2 AIDS](#)

[USM - VI-1.00 Affirmative Action and Equal Opportunity -](#)

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[USM VI-11.00 AIDS](#)

STUDENT AFFAIRS

Students are at the center of our university. You can find here UB policy on everything from student employment to the student code of conduct, discipline, community service, military duty, students with disabilities and general student affairs management as set out in USM policy as well as UB policy.

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[USM V-1.00 Student Affairs](#)

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You can find here information on the university libraries, bookstore (Barnes & Noble Bookstore and Café), public safety, technology services, recreation center, and mail and printing services, along with assistance with your teaching needs, including online instruction, from our teaching resource center, CELTT. Send your students who need assistance to the Achievement and Learning Center (ALC) or the Center for Educational Access. A link to a map of the campus buildings and parking is included at the beginning of this handbook.

[Robert L. Bogomolny Library](#) (UB faculty and staff have borrowing privileges at all University System of Maryland and Affiliate Institutions libraries, subject to their borrowing policies. You can also request that any item from these libraries be delivered to the Bogomolny Library)

[Law Library](#)

[Barnes & Noble Bookstore & Cafe](#) (order textbooks using “[Faculty Enlight](#)”)

[Bank of America Center for Excellence in Learning, Teaching and Technology\(CELTT\)](#)

[Achievement and Learning Center \(ALC\)](#))

[Center for Educational Access – Faculty Guide to Supporting Students with Disabilities](#)

[Public Safety- University Police](#)

[Office of Technology Services](#)

[Campus Recreation and Wellness](#)

[Bee Card, Mail, Food Services, Parking, Building Hours, other - Auxiliary Enterprises](#)

[Publishing and Printing Services](#)

[Conference Services](#)