

College of Public Affairs New Faculty Guidebook

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Administration of the College:

Just to introduce our selves:

Roger Hartley, Ph.D. Dean of the College of Public Affairs. The Dean provides overall policy direction for the College, advocates for the College among the higher administration, raises funds and is the interface for much of the public interaction with the College.

Laura Wilson-Gentry, D.P.A., Associate Dean of the College of Public Affairs. The Associate Dean deals with many of the operational issues for the College: room manager for the College, hears student issues, manages faculty and other personnel matters; the curriculum process and undertakes special projects at the direction of the Dean.

Stephen Shirley, Budget Analyst for the College. Steve provides up-front travel vouchers for transportation (also known as t-numbers), processes travel reimbursements, manages the financial side of grants and can be involved in the purchase of supplies.

Cynthia Opakunle, Academic Program Coordinator (she keeps us all in line). Cynthia manages the adjunct pay contracts and the scheduling process. In addition, she is the events planner for the College.

Monica Queen, College Communications Coordinator: Monica manages the College webpages, develops publicity for the College and develops other communication mechanisms (Twitter, Facebook) for CPA. If you have an interesting event in your life or in your student's lives, let her know...

Advising Staff of the College:

Megan Manley: Assistant Dean for Advising, Enrollment and Student Success in the College. She works with students with behavioral issues, student complaints and students in academic difficulty. She also provides student outreach and is the liaison to other offices on campus that are involved in enrollment management.

Tylis Cooper: Master of Public Administration; Conflict and Negotiations Management; Global Affairs and Human Security; Nonprofit Management and Social Entrepreneurship.

Kristen Tull: Undergraduate Criminal Justice, Undergraduate and Graduate Forensics, Community Studies and Civic Engagement.

Mary Bryan: Undergraduate and Graduate Health Systems Management; Government and Public Policy; Undergraduate Human Services Administration.

The Academic Program Specialists in the College of Public Affairs are the front line staff for the College. They are:

- Currently vacant: School of Public and International Affairs and School of Health and Human Services
- Linda Fair: School of Criminal Justice lfair@ubalt.edu (410) 837-6084

Note: If you are teaching at the Universities at Shady Grove, please also review the [Universities at Shady Grove Faculty Guidebook](#).

Getting Started

Administrative Support

Your school's academic program specialist can provide support in:

- Photocopying
- Placing textbook orders
- Identifying and completing various academic forms: administrative withdrawal, grade change, request for Incomplete "I" grade, etc.
- Purchasing supplies: if you need special or unusual purchases (such as new software) supplies, then consult with your Executive Director. They will be the ones who have to carry that argument to the Dean's Office.
- Booking rooms for special events such as movies, guest lectures etc.

Computer Accounts/UB NetID

Your NetID allows access to MyUB, email, timesheets, UB office computers, the campus wireless network and computers in UB computer labs.

- Note the [Faculty and Staff](#) link on the UB website. This section contains links pertinent to faculty and staff.

Human Resources Information

- [Payroll Online Service Center](#)
Go green and enroll to access your payroll information electronically, including pay stub history, W-2 forms, address update functions, direct deposit authorization and W-4 withholding changes.
- Sexual Misconduct policies
 - [University System of Maryland policy](#)
 - [University of Baltimore policy](#)

Myub: Our Electronic Gateway To All Transactional Business

Through MyUB, our secure online portal for transaction business, you can access your email, your class rosters and gradebook, the Sakai system, your personal data storage drives (M—personal, R—department shared, H and S: see the [OTS glossary](#) for more information about these drives), and other resources.

- **Logging in to MyUB**

There are three ways to log in to MyUB:

- From the University of Baltimore website, www.ubalt.edu, click on "MyUB" in the blue header section.
 - From any computer and with any browser, visit www.ubalt.edu/myub
 - From any computer and with any browser, visit <http://myub.ubalt.edu>.
- **Timesheet:** Your timesheet has to be completed every two weeks. You will receive notification from Payroll approximately two days before time sheets need to be completed. Go to MyUB and check “timesheet” (on the left). As you are faculty members, you need to populate the leave/other code box with “DTY” and then place a “D” under each day in the timesheet. If you were sick, then place a “SCK” code in the leave/other code box and input the number of hours that you were sick that day.
 - **e-communications:** All official UB email business must be conducted via a UB email account ([see UB email policy](#)). Your UB email account can be forwarded to your personal email address for your convenience.
 - Everything you've ever wanted to know about UB email and more
 - ❖ How to Access your email through Outlook Web Access (can be used from home)
 1. Log in to the MyUB portal.
 2. In the Tools section (upper, right-hand corner), click on "Email" (top left icon).
 3. Outlook Web Access will open in a new window.
 - ❖ How to Email your entire class: You can email your entire class using My Faculty Center on the MyUB portal or if you are using Sakai (our online learning platform) to support your class, you can email students through Sakai (just make sure that you check the box to send to student email addresses).
 1. Log in to the MyUB portal.
 2. Click on My Faculty Center.
 3. In your class schedule, click on the class roster icon for the appropriate class.
 4. At the bottom of the roster, click "Notify Listed Students." (You can also email a selected group of students by clicking on the check boxes next to their names and then clicking "Notify Selected Students.")
 5. You'll see a screen from which you can email these students.



- *frequently asked questions* (about all things electronic)
- *Viewing your class schedule*
 1. Log in to the [MyUB portal](#).
 2. Click on My Faculty Center.
 3. Select the appropriate term.
 4. Your schedule for the selected term will display.
- *Online Course Management Access* UB's online course management tool, [UBOnline](#) (powered by [Sakai](#)), from the Tools menu in MyUB. [Learn more about UBOnline](#) or contact [Terry Ross](#) (410.837.5078), program manager in the e-Learning Center. To access [UBOnline](#), use your UB username and password. If you want a Sakai class site to support your course, please contact Mr. Ross to set up the Sakai site.
- *Human Resources Information*
The HR Self Service area of MyUB allows you to view and change your personal information (My Personal Information link), view current and past paychecks (View Paycheck link), and view and update your education and personal development information (Education and Personal Dev link) with the Office of Human Resources. Note that you should notify the Office of the Dean about education and personal development updates, too, as these can positively influence your salary. You can also browse other pertinent human resources information in the Human Resources Information area of MyUB.

Logistics

UB Bee Card

Bee Cards are the official university I.D. Cards. Once your contract has been processed by HR, you can go to the Academic Center, Room 105 to get your Bee Card. You'll need some form of photo issued ID to have a Bee Card processed for you.

The Bee Card is required to access the [Campus Recreation and Wellness center](#) and to use [library services](#), including checking out library books. Showing your faculty ID at the [Barnes & Noble at the University of Baltimore](#) makes you eligible for a 10 percent discount. Bee Cards may also be necessary for eligibility for various faculty/teaching privileges and discounts with outside vendors and retailers.

Parking

Faculty members can park in campus facilities by registering and paying for a parking account. The Bee Card also serves as your parking access card.

Three payment options for parking accounts include:

- A pre-tax deduction from your paycheck which will permit you to park in either the Fitzgerald or Maryland Avenue Garages (see the [campus map](#)). The amount deducted depends on [your rate of pay](#).
 - A pre-tax payroll authorization form must be submitted to Stefanie Shaffer in the Office of Auxiliary Enterprises. This form will authorize payments from your paycheck. The "form" is an index card and can be obtained from the Office of Human Resources or from Stefanie Shaffer (410.837.5735).

After your pre-tax payroll authorization card has been received in the Office Auxiliary Enterprises, the parking office will program your Bee Card. There is no online registration required for this option.

- A flat pay-per-park fee for up to 24 hours through either your Bee Card of a debit account that needs to be replenished; this allows you to park in either the Maryland Avenue or Fitzgerald garages or in the Cathedral Street Lot (see the [campus map](#)).
 - You can pay per park via cash/credit/debit at the daily campus rate. To be eligible for the campus rate, you must show your valid Bee Card and driver's license or state-issued identification for verification. Cash, credit and debit are only accepted when the cashier is on duty. If the cashier is not on duty, there will be no way to validate your ticket for the applicable campus rate, and you would then need to pay the full rate.

Your Bee Card Serves as your parking card. Once you select the options for parking that you prefer, the Bee Card will be activated for use.

- A monthly rate.
 - Visit the PMI parking website.
 - On the right side of the page, in the bottom portion of the University of Baltimore box, under “Employee—Create an Account” select the link “Regular Monthly Parkers—Contingent Employees and Adjunct Faculty”. [Note that under “Employee Resources” there is a link to the login site for account maintenance.]

Visit the [UB parking website](#) for more information.

Textbook Orders: Your academic program specialist can help you submit your textbook orders through [Barnes and Noble](#) for the Next semester. By both Maryland and federal law, students must have sufficient notice to search for the least expensive venue for books. So book orders are required to be in by March 1 for the Summer Session, April 1 for Fall Semester and October 15 for the Spring Semester.

Other Readings/Copying Materials: The University of Baltimore requires that all published information provided to students is in conformity with [legal requirements and federal regulations regarding copyrights](#). Copy Cat Printing can print materials but keep in mind that electronic and

even hard-copy course reserves through Langsdale Library can be environmentally friendly, more cost-effective alternatives to sharing materials with your students.

- [Copy Cat Printing](#) can print and copy course materials for you.
- [Langsdale Library Reserves](#)

e-Reserves: Students have access, from both on and off campus, 24 hours a day, seven days a week to password-protected electronic versions of book chapters, journal articles, documents, Power Point presentations, spreadsheets, etc., that you identify for your courses. The library will handle copyright compliance, assisting faculty by seeking permissions, acquiring materials and help to sort out the somewhat complicated rules of Fair Use.

Print reserves

In addition to electronic reserves, Langsdale Library also offers traditional hard copy reserves, allowing students to access books and media items (DVDs, VHS tapes, etc.) during library hours. Most reserves are held as "two-hour, in-library use only," but arrangements can be made to make reserve materials available for overnight or two-, three- or seven-day circulation.

Photocopying and Faxing

For information about how to photocopy and fax on campus and where the appropriate tools can be accessed, please consult your school's academic program specialist.

In the Classroom

Academic Calendar

See the [academic calendar](#) for the current semester. You definitely want to check this each semester. The University has classes on some holidays through the semester while class is not held on other holidays. The Academic Calendar will also have the dates of Spring Break and the dates when grades are due.

Course Schedule

You can find information about all the university course offerings at this link.

Syllabus

A syllabus for a college- or university-level course can have a variety of purposes. Foremost is that of informing its students what learning outcomes the instructor hopes to achieve in the course. The course syllabus is not a true contract, but in many ways it expresses an "informal agreement" between the instructor and the students. Students will ordinarily hold instructors to the content of the syllabus throughout the course. And conversely, instructors will hold students to that content throughout the course.

A second purpose is to inform other colleges and universities of the content of a course so they may determine if it is equivalent to a similar one that they offer, necessary when students transfer out of the University of Baltimore or graduate and then go on to pursue a higher degree.

A third major function of the syllabus is to present accreditation bodies with a thorough understanding of curriculum and instruction practices. Professional accrediting bodies will examine the integrity of departmental instruction and will look to course syllabi as part of their evaluation process.

For all of these purposes, the construction of a syllabus cannot be taken lightly. It must represent a true picture of the content and expectations of the course.

Ordinarily, the instructor is responsible for the course outline and syllabus; however, for required courses (including many general-education and program-requirements courses), certain content may be mandated as part of the course. The program director can provide you with this sort of information and may also be able to give you some sample syllabi from other instructors. The College of Public Affairs maintains an archive of syllabi so we can answer student questions: we can give you a copy of past syllabi and we will also ask you to give us a copy of your syllabi.

Turnitin Language for Syllabi:

The University of Baltimore provides access to Turnitin.com, a tool used to detect originality in student work. This tool is fully integrated with Sakai and available for all faculty members. In order to make students aware of this service and the right of faculty members to use such a service, you must include the following statement on your syllabus:

As a part of an institution-wide effort to ensure the originality of student work, the University of Baltimore 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. Incorrect use of other individuals' work will likely result in plagiarism charges, which can lead to a failing grade on an assignment, a failing grade in the course, or even suspension from UB. All UB faculty members reserve the right to use this or other measures to evaluate your work for originality and proper attribution. Not understanding the definition of plagiarism or improper attribution are not excuses for failure to abide by originality requirements in this or any other course.

Maintaining Your Class Roster

Working with the faculty center in MyUB can be a bit tricky for first time users. To view your class roster, follow this [link](#) for explicit instructions on working in the faculty center and viewing your class roster.

At the start of the semester, faculty members are expected to take attendance and verify that all students who are attending their class are on the official class roster and that no student whose name is on the official class roster has failed to attend the class.

College of Public Affairs policy prohibits students who are not registered for a particular course from attending those classes. Instructors may not permit any student to sit in a class with the hope that they will be allowed to register late or that the instructor will overload the class. Students seeking late registration for a class that is full should be referred to the Appropriate Academic Program Coordinator or Faculty Advisors. Individual faculty members may not overload classes.

By the end of the first month of the semester (first two weeks of a summer semester), faculty members should notify the Office of Records and Registration if a student has never attended their class. A student can withdraw from a course on their own up until the ninth week of the fall or spring semesters or the fifth week of the eight week summer session. If, at the end of the semester, a student has not petitioned for a W grade then the student who has not had sufficient attendance to pass the course must be issued an FA grade; this is computed into the student's GPA as an F grade would be.

To enhance undergraduate student success, we have just started mid-term grading for undergraduate students only. You will receive emails from the Registrar's Office and the Dean's Office to ask you to assign a mid-term grade for students. You will have to follow the general grading instructions to access the mid-term roster.

In cases in which students encounter extenuating circumstances after the "W" deadline has passed, a petition requesting a "WA" may be processed by the Dean's Office. You will be asked if you agree with this grade. These important dates can be found on the University's [Academic Calendar](#).

To prepare for situations in students can't afford to miss considerable class time, faculty members should include an attendance policy in their syllabus.

Academic Integrity

- Academic integrity violations are defined as:
 - Cheating, plagiarism, falsification, and submission of the same work in multiple classes. For the more formal definition of these terms, please go to the [university policy on academic integrity](#).
 - All UB students are required to complete satisfactorily the University's [plagiarism tutorial](#).

Turnitin: Turnitin is a Web-based solution for managing writing assignments, via multiple phases of feedback and revisions. Its three interrelated services greatly accelerate the learning process, involving students in their own development, freeing instructors from the burden of tracking papers and promoting critical thinking while maintaining academic integrity. Faculty members can use it to check for similarity with other published works.

Turnitin is fully integrated with **Sakai**; simply select "Use Turnitin" when creating an assignment in Sakai, and a Turnitin originality report will be generated for any student submission for that assignment, generally within an hour of submission.

To access **Sakai**, use your UB username and password.

Getting help with Turnitin:

Visit the [Instructor's Resources](#) at the Turnitin website.

If you have further questions, reach Turnitin's technical support staff at helpdesk@iparadigms.com or 510.287.9720, extension 241. You can also contact [Terry Ross](#) (410.837.5078), program manager in the e-Learning Center.

Classrooms: Classroom assignments and more: classrooms are assigned through the university's room scheduling system (EMS). If you have special room needs or other room related concerns, please contact Associate Dean Wilson-Gentry. She is the College room manager.

- Learn more about our [classroom technology](#).
- Request [audiovisual equipment](#).
- Reserve a [computer lab](#).
- Take advantage of a [portable computer lab](#).

Cancellation of Classes

- **Weather and other closings:** Baltimore. Information can be obtained from the University web page or weather information line (410) 837-4201.
 - The Universities at Shady Grove have their own closing policy. If you are teaching at USG, please go to the [USG campus alerts page](#) to see if USG has closed.
- **Illness and personal emergencies**

If you need to cancel your class due to illness or personal emergency:

1. [email your entire class](#) about their canceled class as early as possible.

2. Contact your academic program specialist as early as possible to allow enough time to post a sign on the classroom door. Specify the course name, course number, course day and time, and room.
3. Notify the Office of the Dean (410.837.5359) that you have canceled your class and that you have made arrangements with the department administrative support to notify your students and to post a notice.

Note that if you have already notified students of canceled classes (planned in advance) via your syllabus, reminding your department's administrative support and the Office of the Dean a day in advance of your canceled class is sufficient.

Online Course Management: Access UB's online course management tool, [UBOnline](#) (powered by [Sakai](#)), from the Tools menu in MyUB.

[Learn more about UBOonline](#) or contact [Terry Ross](#) (410.837.5078), program manager in the e-Learning Center.

If you wish to have a [Sakai](#) site for a course, contact [Terry Ross](#) (410.837.5078). To access [UBOnline](#), use your UB username and password.

Langsdale Library

Find, get and use library resources, including searching multiple catalogs and databases, taking advantage of InterLibrary Loan and getting research help.

Grievances: There are several types of grievances that students can invoke. The Academic Grievances are coordinated through your Executive Director and the Dean's Office. Students can challenge their grades in a course up to 60 days after the course has completed. Nonacademic grievances are managed through the Office of Community Life and the Dean of Students Office. Your best contacts here are Kathleen Anderson, Dean of Students or Christy Koontz, Judicial Officer.

- academic
 - [grade challenges](#)
 - [academic grievances](#) (other than grades)

Special Student Issues

- **Student behavior.** Students are expected to adhere to a specific [code of conduct](#). There are a number of disciplinary issues that can be addressed and resolutions that can be reached. Information on the different processes and types of student behavior that are eligible for sanction can be found in the UB Policy Guide under the sections:
 - [UB I-4.1: Discipline Procedures](#)
 - [UB I-4.2: Special Adjudication Procedures](#)

- [UB I-4.3: Disciplinary Sanction](#)
- [Counseling Center](#): delivers mental health services to the UB community. They are a good resource to refer students who may need assistance with sensitive issues.
- [Achievement and Learning Center](#): offers writing and math assistance, placement testing, tutoring services, workshops and more for UB community members. They also offer an online writing center for students involved in online classes.
 - [faculty services](#)
- [Center for Educational Access](#): offers assistance to students with disabilities and provides training to accommodating these students. They have put together a [guide](#) for accommodating students with disabilities.

Wrapping Up the Semester

Grades and Grading

- To enter grades, please follow this link to Instructions on [Entering Grades](#) in Peoplesoft. Eligible grades and their interpretation can be found at:
 - [Undergraduate Grades](#) (Undergraduate Catalog 2013-15)
See page 40 of the PDF.
 - [Graduate Grades](#) (Graduate Catalog 2014-16)
See page 30 of the PDF.
- Grade deadlines and relevant dates are always available on the [academic calendar](#).
- [Grade challenges](#)

Course Evaluations

The University is now using electronic course evaluations. Students will be contacted via email through this system to evaluate their courses. To enhance return rates, Faculty should consider allocating some course time to allow students to complete the evaluations in class. Faculty will receive their evaluations approximately one week after grades are due.

Research And Professional Development

Travel Policy

It is a policy of the College of Public Affairs at the University of Baltimore to support the professional development of faculty and staff in the College, including support for travel and registration at events, meetings, conferences and other gatherings that relate to professional advancement. Subject to the available of funds, the College will consider and, where possible, fund all or parts of the expenses related to professional development.

Priorities for Travel Funding

Priority will be given to requests for travel that are intended to:

1. Support faculty research and scholarship through presentations of papers or through poster sessions.
2. Support administrative and professional efforts of programs within the college (e.g., accrediting bodies).
3. Support the work of academic disciplines (and providing UB with visibility) such as travel associated with chairing panels, serving as section leaders or acting in a leadership role in disciplinary organizations.

Expectations for Funding

Research Travel: Pending funding availability, the College anticipates funding one trip per year for each faculty member to support his/her research. Funding includes support for conference registration, travel (airfare, train fare, or mileage), hotel, and per diem. The maximum travel reimbursement for domestic trips is \$1,500 (while actual costs will vary around this figure). For international trips, the maximum travel reimbursement is \$2,000. Other trips for research will be funded through the Executive Director's Discretionary Fund.

To receive funding for research, the faculty member must actively participate in the meeting by presenting a paper or poster. The faculty member should provide documentation that the paper was accepted at the conference.

Travel to Support the College and its Programs: The College anticipates funding travel other than that awarded to faculty for professional development when it relates to promotion of the College and its programs including travel related to accreditation association meetings, promotion programs and student enrollment, and similar purposes.

Funding is subject to the same terms as above (\$1,500 for domestic travel and \$2,000 for international travel). Funding support in this area should have relevance to the College's mission and provide benefits to the College. In applying for these funds, the applicant should provide an explanation of the travel request and its benefit to the College.

Travel to Support Academic Disciplines: The College anticipates funding travel that provides support to Academic Disciplines for faculty chairing panels, serving as section leaders or acting in leadership roles.

Funding is subject to the same terms as above (\$1,500 for domestic travel and \$2,000 for international travel). In applying for these funds, the applicant should provide an explanation of the travel request and its benefit to the College. In the case of chairing a panel or leading a discussion, the faculty member should provide documentation that the panel/discussion has been accepted at the conference in question.

Other Funding: Recognizing limits on available travel funds, faculty members are encouraged to seek other sources to fund their travel, thereby leveraging College funds to their best advantage.

Applications for travel funds should be organized and submitted as follows:

1. At the start of each academic year, each faculty and staff member shall be requested to submit information on professional development-related travel they would like to make during the academic year. This information should include anticipated travel to conferences where faculty members are awaiting decisions regarding selection of their paper for panel presentations. See attached "Travel Request Form." Travel forms should be routed to the Executive Director of the faculty member's school no later than June 15.
2. If travel plans change (including cases where a paper presented for panel presentation at a conference is not accepted), the faculty member shall inform their respective Executive Director who will then inform the Dean's Office of the change in plans. In such circumstances faculty members may submit a request for alternative professional development travel during the academic year.
3. Should unanticipated opportunities arise during the academic year related to professional development travel, faculty members may submit additional requests to their respective Executive Director for funding from the Executive Director's Travel Fund.

Executive Directors shall review all travel requests and consider them in light of (1) travel funds available, (2) supporting as many faculty members as possible, and (3) the priority elements listed above.

Faculty members who have questions about the application of this travel policy in their particular circumstances should feel free to consult with their Executive Director for guidance.

Estimated Costs:		
Conference/Event Registration Fee		\$
Travel Type Amount:	Airfare:	\$
	Train Fare:	\$
	Personal Auto:	\$
Additional Expenses:	Hotel:	\$
	Meals:	\$
	Materials to Present at Conference/Event:	\$
	Other:	\$
Total Travel Costs		\$
Amount of Support from other Sources:	Name Source: _____	\$
Net Travel Funds Requested		\$
Employee Signature: _____		Date: _____
Note: Travel requests and requirements must comply with UB and University of Maryland System Travel Policies.		
Executive Director Review:	_____	_____
	(Dept. Head Signature or Authorized Signature)	(Date)
___ Approve in amount of _____	___ Disapprove	Defer Until: _____
Comments:		
Dean Approval for funding from Dean's Travel Funds:	_____	_____
	(Dean Signature or Authorized Signature)	(Date)

Junior Faculty Funding

As part of your negotiation with the Dean, you may have been awarded some additional funds. These funds are intended to support your research and professional development as you begin your career. For the most part, these funds are used for additional travel to professional conferences (you still need to complete the travel form for authorization). However, funding can also be used for items such as professional memberships, purchase of data and research. If you have any questions about permissible categories, please contact Stephen Shirley.

Prepaying Some Travel Expenses

If you book a flight directly through the Internet, then you have to charge the flight on your credit card and wait for reimbursement. However, there is an alternative....

Once you receive permission to travel, the University will pay for airplane travel upfront via what is affectionally known as the “t-number”. Complete the [Request for Out-of-State Travel](#) form and have your Executive Director sign the form. Then bring it to Stephen Shirley in the Dean’s Office. He will complete the Chartfield Information on the form. He will then work with the Comptroller’s Office to have a purchase order issued. Once the purchase order and t-number are issued, you can contact one of the three state travel agencies. By booking through them, they will accept the t-number and charge the travel directly to the purchase order.

Conference registrations can be prepaid once approved by the Executive Director and Dean’s Office. Steve Shirley can charge conference registrations on the College credit card. He can’t pay hotels in advance.

Generally, the College will pay for travel on the day before and the day after a conference ends. Extended stays need to be approved in advance. If you stay for a more extended length of time, carefully separate your expenses into official business and other. In addition, if you travel with a spouse, the university will not pay for any expenses incurred on behalf of the spouse. Also, generally the College will not fund the cost of a vehicle rental except under special circumstances.

Travel Reimbursement

Once you’ve completed the conference, you can file for reimbursement. Complete the [State of Maryland Expenses Form](#). There are a couple of tricky parts to this form: first is the commute mile calculation: you need to calculate [mileage](#) based on the distance from UB to the location that you are travelling. If you don’t, your reimbursement form will be returned to you for correction. The second is the [per diem rate](#). While you don’t need to keep receipts for all meals, you can’t claim per diem if you are attending a meal provided through the conference. Receipts for hotel rooms, parking and tolls should always be attached.

Once the expenses have been processed, reimbursement will be deposited in your bank account.

Always check the mileage and per diem rates at the [Comptroller's Office](#)---they change frequently.

Institutional Review Board

All projects involving human subjects must be approved by UB's IRB. The first step in that process is completion of the [IRB Application and Exempt Checklist](#) (see documents and forms section). Any survey instruments and Informed Consent forms that you plan to use should be attached to the Application.

IRB applications and any relevant supporting documentation (consent form, survey instrument, training certificate, etc.) should be submitted to:

Office of Sponsored Research
University of Baltimore
Office of the Provost
1420 N. Charles Street, LAP 115
Baltimore, MD 21201

Timelines for IRB processing are as follows:

You should allow ample time for review of your IRB application before commencing work on a research project. The timelines below are provided as an estimate only. The Board meets as frequently as necessary to allow for thorough and timely review of protocols and research projects.

- Renewals, Modifications, Exempt Protocols – 2 weeks
- Expedited Review – 3 weeks
- Full IRB Review – 5 weeks

Sponsored Research

UB's Office of Sponsored Research can assist with [proposal development](#), proposal budgeting, [funding](#) sources and other elements needed to complete a successful grant application. For more information on the services offered through this office, please see <http://www.ubalt.edu/about-ub/offices-and-services/provost/reporting-units/sponsored-research/>.

Overload Compensation from Sponsored Projects The University of Baltimore permits overload compensation for work on sponsored projects. A faculty member's workload is defined in the faculty portfolio submitted to and accepted by the dean prior to the beginning of an academic year. Faculty, with the permission of the dean, may choose to work on sponsored projects on an overload compensation basis, i.e., in addition to their full workload without buying out any time from the University instruction, scholarship/creative works, and service assignments outlined in their portfolio. As a general rule, the University does not allow a faculty member to receive overload compensation on a sponsored project at the same time that the

institution contributes that faculty member's release time to the project as part of the University's cost share.

The following procedures govern this incentive.

1. The University allows faculty to receive overload compensation for work on sponsored projects for up to 20% of their time at either their base rate of pay or varying market rates on non-federal sponsored projects under the following conditions:

- Such payment is made during the period of the sponsored project.
- Faculty must have the approval of their dean at the time of the submission of a proposal that will include the amount of time to be spent on the sponsored project and other University resources committed to the project.
- Such activity is clearly separate from and in addition to routine or customary duties. A memorandum verifying the level of activity will be required for each semester of the sponsored project's duration, and will be co-signed by faculty members and their supervisors.

Course Buyout

Within the context of their portfolio, faculty may, with the approval of the dean, buy out a portion of their time to work on a sponsored project. As a general rule, the University expects faculty to buy out their instructional time, including benefits at reimbursement cost (for the CPA, that rule is generally 10%) that is, the University expects the funding agency to pay the full cost of faculty time on a sponsored project. However, less than reimbursement cost may be approved when appropriate. In those cases, the University will apply the difference between reimbursement cost and the approved cost as part of its cost share.

The following procedures govern this incentive:

1. When faculty propose to buy out their time, they must notify their dean far enough in advance so that ample time is allowed to find coverage for their duties.
2. The salaries freed up through a buyout will remain with the respective school.
3. As a general rule, the University will not allow overload compensation when it contributes a portion of a faculty member's time and salary as part of its cost share.

Resources

- [Langsdale Library](#): Find, get and use library resources, including searching multiple catalogs and databases, taking advantage of InterLibrary Loan and getting research help.
 - Learn more about specific faculty services including electronic reserve requests, library instruction sessions, InterLibrary Loan requests and Library Liaisons. See the Faculty and Staff section on the [Langsdale Library website](#).
- [Office of Human Resources](#): Explore timesheet information, employee benefits, policies, general employment/compensation information and all HR-related forms.
- [Office of Technology Services](#): These pages provide all the information you need about technology support on and off the UB campus.
- [Student Affairs Resources](#)
 - Dean of Students: for help with Academic Integrity Issues and student behavioral issues.

- [Achievement and Learning Center](#): offers writing and math assistance, placement testing, tutoring services, workshops and more for UB community members.
 - [faculty services](#)
- [Career Center](#): offers job search and placement assistance to students and alumni.
 - [information for faculty](#)
- [Henry and Ruth Blaustein Rosenberg Center for Student Involvement](#): provides campus activities that encourage a sense of community and development of leadership skills and social consciousness.
- [Counseling Center](#): delivers mental health services to the UB community.
- [Center for Educational Access](#): offers assistance to students with disabilities and provides training to accommodating these students.
 - [accommodating students with disabilities](#)
- [The Bob Parsons Veteran's Center](#)
- [Office of Sponsored Research](#): Assists faculty members in developing externally funded research projects.
- [UB Policy Guide](#)