

UNIVERSITY OF BALTIMORE

**FACULTY MEMBER'S CONTRACT**

Full Time Non-Tenure Track Instructional Position

By this Agreement, the University of Baltimore (“the University”), an institution of the University System of Maryland, which is an agency of the State of Maryland, and [Name of Appointee] (“the Appointee”) agree as follows:

The Appointee is appointed as [Assistant Instructor, Lecturer, or Senior Lecturer] on a full time basis, within [Division] of the [School or College] subject to the provisions contained herein. This is neither a tenured position nor a tenure-track position. No obligation exists as to any employment beyond the term set forth in paragraph four (4) herein..

The salary shall be at the rate of \$ \_\_\_\_\_ for \_\_\_\_\_ months service.

This appointment is for a term beginning \_\_\_\_\_ and ending \_\_\_\_\_.

This appointment is governed by the Board of Regents Policy on the Employment of Full-Time, Non-Tenure Track Instructional Faculty in the University System of Maryland Policy, which can be found online at: <http://www.usmd.edu/regents/bylaws/SectionII/II105.html>.

The Appointee shall be subject to all applicable policies and procedures duly adopted or amended from time to time by the University or the University System of Maryland. Such policies and procedures are not incorporated into this Agreement and are subject to change. The University agrees that if it changes a policy or procedure, it will not deprive the Appointee of any monetary payment the right to which has accrued under the previous policy or procedure. Such changes will be made in accordance with all applicable established procedures of the University System of Maryland and the University.

The Appointee shall be eligible for the personal health and other benefits set forth in the Board of Regents Policy 1.05 (Policy on the Employment of Full-Time Non-Tenure-Track Instructional Faculty). V.C.7.a.-f. as may be amended from time to time.

A performance evaluation will be conducted on a regular schedule, as required by Board of Regent’s Policy II-1.20, Policy on Evaluation of Performance of Faculty. The evaluation will be on the same basis used to evaluate the teaching performance of regular faculty members. Evaluations shall be kept on record in a personnel file and shall be consulted when decisions about promotion, salary, and any subsequent contract are made.

The University may renew this agreement. Any such renewal shall be in writing and shall state the renewal period and any terms and conditions that modify or add to the terms and conditions of this agreement. Notice of non-renewal shall be provided in accordance with Board of Regents Policy II-1.00 University System Policy on Appointment, Rank, and Tenure of Faculty (Section 1.C.12).

We have also agreed to the following additional terms:

- 1.
- 2.
- 3.

[Additional terms may not be inconsistent with the policies and procedures to which the Appointee is subject pursuant to paragraphs five (5) and six (6) of the Agreement.]

The Appointee agrees to provide the University certified copies of transcripts reflecting the award of degrees listed as received on the Appointee's curriculum vitae. The Appointee further agrees to provide to the University evidence of employability as required by the United States Immigration Laws (INS Form I-9). The Appointee also agrees that employment is terminable by the University if the aforementioned evidence is not provided.

The terms and conditions stated above constitute the entire agreement between the Appointee and the University. This Agreement may not be modified except by means of a written amendment to this Agreement signed by the Appointee and an authorized official of the University.

This Agreement shall be construed according to the laws of the State of Maryland.

This offer of appointment expires if a signed original is not returned to the University by [Date].

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Joseph Wood, Provost & Senior Vice President for  
Academic Affairs

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Date

**ACCEPTED:**

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[Appointee]

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Date