**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](http://www.ubalt.edu/policies) 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. You can find more information on faculty resources and services on the [UBalt Faculty Success page](https://www.ubalt.edu/about-ub/offices-and-services/provost/faculty-affairs/index.cfm)

**ABOUT UBALT**

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

***SECTION 1 – The University***

**Schools and Colleges**

[Yale Gordon College of Arts and Sciences](http://www.ubalt.edu/cas/) [College of Public Affairs](http://www.ubalt.edu/cpa/)

[Merrick School of Business](https://www.ubalt.edu/merrick/)

[School of Law](https://law.ubalt.edu/)

[**Centers, Clinics, and Institutes**](file:///C%3A%5CUsers%5Cautumnmariereed%5CDownloads%5CCenters%2C%20Clinics%2C%20and%20Institutes)[**http://www.ubalt.edu/about-ub/ub-centers.cfm**](http://www.ubalt.edu/about-ub/ub-centers.cfm)

Each of the four major academic units of the University sponsors one or more centers, clinics, and institutes.

***SECTION 2 – Appointment, Rank, Tenure, Promotion and Retention***

**FACULTY AFFAIRS**

In this section you will find information regarding USM, UBalt, and individual college policies 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 UBalt.

**APPOINTMENT, RANK, TENURE, PROMOTION AND RETENTION**

[USM II-1.00 Appointment, Rank and Tenure of Faculty](http://www.usmd.edu/regents/bylaws/SectionII/)

[UB VI-1.1 Promotion and Tenure Policies and Procedures - UB](http://www.ubalt.edu/policies/academic/vi-1.1.pdf)

**College policies**

[UB VI-1.2 Promotion and Tenure Policies and Procedures - YGCAS](http://www.ubalt.edu/policies/academic/vi-1.2.pdf)

[UB VI-1.3 YGCAS Dossier Format](http://www.ubalt.edu/policies/academic/vi-1.3.pdf)

[UB VI-1.2a Promotion and Tenure Policies and Procedures - CPA](http://www.ubalt.edu/policies/academic/vi-1.2a.pdf)

[UB VI-1.4 Promotion and Tenure Policies and Procedures - MS](http://www.ubalt.edu/policies/academic/vi-1.4.pdf)B

[UB VI-1.5 Promotion, Tenure and Retention Policies -School of Law](http://www.ubalt.edu/policies/academic/vi-1.5.pdf)

[UB VI-1.6 Selection of Full-time Faculty Procedures - School of Law](http://www.ubalt.edu/policies/academic/vi-1.6.pdf)

[UB VI-1.12](http://www.ubalt.edu/policies/academic/vi-1.12.pdf): Librarian Policy on Promotion and Permanent Status

[UB VI-1.10 Tenure Clock Stoppage Extension Policy](http://www.ubalt.edu/policies/academic/vi-1.10.pdf)

[USM II-1.02 Academic Credentials](http://www.usmd.edu/regents/bylaws/SectionII/)

[USM II-1.03 Concurrent Faculty and Administrative Appointments](http://www.usmd.edu/regents/bylaws/SectionII/)

USM II-1.04 Termination Appeals Procedures

[USM II-1.10 Employment of Tenured, Tenure-Track Part-Time Faculty](http://www.usmd.edu/regents/bylaws/SectionII/)

[USM II-1.11 Employment of Library Services Part-Time Faculty](http://www.usmd.edu/regents/bylaws/SectionII/)

[USM II-1.05 Employment of Full-Time, Non-Tenure Faculty](http://www.usmd.edu/regents/bylaws/SectionII/)

[USM II-1.06 Employment of Part-Time, Non-Tenure Faculty](http://www.usmd.edu/regents/bylaws/SectionII/)

[USM II-1.22 Faculty Appointment Letters or Contracts](http://www.usmd.edu/regents/bylaws/SectionII/)

[UB VI-1.7 Tenured/Tenure-Track Position contract](http://www.ubalt.edu/policies/academic/vi-1.7.pdf)

[UB VI-1.8 Tenured/Tenure-Track Position contract – second term](http://www.ubalt.edu/policies/academic/vi-1.8.pdf)

[UB VI-1.9 Part-time Tenure Track Policy](http://www.ubalt.edu/policies/academic/vi-1.9.pdf)

UB VI-2.2 Full-time Non-Tenured Position Contract

[UB VI-2.3 Part-time Non-Tenured Position Contract](http://www.ubalt.edu/policies/academic/vi-2.3.pdf)

[UB VI-7.3 Emeriti Appointments, Regents Professorship](http://www.ubalt.edu/policies/academic/vi-7.3.pdf),

[UB Clinical Fellows (School of Law)](http://www.ubalt.edu/policies/academic/vi-1.11.pdf)

**ADJUNCT FACULTY**

[UB VI-2.4 Policy on Employment](http://www.ubalt.edu/policies/academic/vi-2.4.pdf)

**REVIEW OF TENURED FACULTY – UB follows USM policy**

[USM II-1.19 Comprehensive Review tenured Faculty](http://www.usmd.edu/regents/bylaws/SectionII/)

**PERFORMANCE EVALUATION OF FACULTY -- UB follows USM policy**

[USM II-1.20 Evaluation of Performance of Faculty](http://www.usmd.edu/regents/bylaws/SectionII/)

**COMPENSATION FOR FACULTY -- UB follows USM policy**

[USM II-1.21 Compensation for Faculty](http://www.usmd.edu/regents/bylaws/SectionII/)

***SECTION 3 – Leave***

[USM II-2.00 Sabbatical Leave Policy](http://www.usmd.edu/regents/bylaws/SectionII/)

[UB VI-6.1 Sabbatical Leave Policies and Procedures](http://www.ubalt.edu/policies/academic/vi-6.1.pdf)

[UB VI-6.2 Sabbatical Leave Policy – YGCAS](http://www.ubalt.edu/policies/academic/vi-6.2.pdf)

[UB VI-6.3 Sabbatical Leave Policy – MSB](http://www.ubalt.edu/policies/academic/vi-6.3.pdf)

[UB VI-6.4 Sabbatical Leave Policy – School of Law](http://www.ubalt.edu/policies/academic/vi-6.4.pdf)

[USM II-2.01 Professional/Research Leave for Library Services Faculty](http://www.usmd.edu/regents/bylaws/SectionII/)

[USM II-2.10 Terminal Leave](http://www.usmd.edu/regents/bylaws/SectionII/)

[UB VI-10.1 Retrenchment Procedures (Faculty)](http://www.ubalt.edu/policies/academic/vi-10.1.pdf)

[USM II-2.20 Leave Without Pay](http://www.usmd.edu/regents/bylaws/SectionII/)

[USM II-2.32 Accident Leave](http://www.usmd.edu/regents/bylaws/SectionII/)

[UB VI-6.5 Accident Leave Procedures](http://www.ubalt.edu/policies/academic/vi-6.5.pdf)

[USM II-2.30 Sick Leave](http://www.usmd.edu/regents/bylaws/SectionII/)

[UB VI-6.6 Sick Leave](http://www.ubalt.edu/policies/academic/vi-6.6.pdf)

[USM II-2.31 Family and Medical Leave](http://www.usmd.edu/regents/bylaws/SectionII/)

[USM II-2.40 Annual Leave](http://www.usmd.edu/regents/bylaws/SectionII/)

[USM II-2.50 Jury Service Leave](http://www.usmd.edu/regents/bylaws/SectionII/)

***SECTION 4 – RIGHTS AND RESPONSIBILITIES***

[USM II-3.10 Professional Commitment of Faculty](http://www.usmd.edu/regents/bylaws/SectionII/)

[UB VI-8.1 Professional Commitment of Faculty](http://www.ubalt.edu/policies/academic/vi-8.1.pdf)

[USM - II-3.20 Teaching Outside Home Institution by Full-Time Faculty](http://www.usmd.edu/regents/bylaws/SectionII/)

[UB Outside Employment Form](https://www.ubalt.edu/about-ub/offices-and-services/provost/faculty-affairs/Outside_Activities_Form_AY23-24.pdf)

[USM II-1.25 Workload and Responsibilities](http://www.usmd.edu/regents/bylaws/SectionII/)

[UB VI-8.2 Faculty Responsibilities](http://www.ubalt.edu/policies/academic/vi-8.2.pdf)

[UB VI-8.3 Workload and Responsibilities](http://www.ubalt.edu/policies/academic/vi-8.3.pdf%5D)

[UB VI-8.4 Portfolio Process and Merit Pay Procedures](http://www.ubalt.edu/policies/academic/vi-8.4.pdf)

[UB VI-8.5 Mentoring](http://www.ubalt.edu/policies/academic/vi-8.5.pdf)

[UB VI-8.6 Conflict of Interest (SL)](http://www.ubalt.edu/policies/academic/vi-8.6.pdf)

[UB VI-8.7 Office Hours for Students (SL)](http://www.ubalt.edu/policies/academic/vi-8.7.pdf)

***SECTION 5 – GRIEVANCE***

[USM II-4.00 Faculty Grievance Policy](http://www.usmd.edu/regents/bylaws/SectionII/)

[UB VI-9.1 Grievance Procedures](http://www.ubalt.edu/policies/academic/vi-9.1.pdf)

***SECTION 6 – RETRENCHMENT***

[USM 11-8.00 Retrenchment Policy (Faculty)](http://www.usmd.edu/regents/bylaws/SectionII/)

[UB VI-10.1 Retrenchment Procedures (Faculty)](http://www.ubalt.edu/policies/academic/vi-10.1.pdf) ]

***SECTION 7 – TEACHING AND LEARNING***

**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 regarding 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.

**ACADEMIC INTEGRITY**

[USM III-1.00 Faculty, Student and Institutional Rights and Responsibilities for Academic](http://www.usmd.edu/regents/bylaws/SectionIII/) [Integrity](http://www.usmd.edu/regents/bylaws/SectionIII/)

[USM III-1.10 Misconduct in Scholarly Work](http://www.usmd.edu/regents/bylaws/SectionIII/)

[UB VIII-3.1 Standards for the Conduct of Scholarly Research](http://www.ubalt.edu/policies/academic/viii-3.1.pdf)

[UB VII-1.2 Academic Integrity Policy and Procedures](http://www.ubalt.edu/policies/academic/vii-1.2.pdf)

**COURSE AND PROGRAM DEVELOPMENT**

[USM III-7.00 Curricular and Degree Requirements](http://www.usmd.edu/regents/bylaws/SectionIII/)

[USM III-7.01 Review and Approval of New Academic Programs That Do Not Require](http://www.usmd.edu/regents/bylaws/SectionIII/) [New Resources](http://www.usmd.edu/regents/bylaws/SectionIII/)

[USM III-7.02 Review and Abolition of Existing Academic Programs](http://www.usmd.edu/regents/bylaws/SectionIII/)

[USM III-7.10 Graduate Education](http://www.usmd.edu/regents/bylaws/SectionIII/)

[USM III-8.02 Standard Credit Requirements for Baccalaureate Degree Programs](http://www.usmd.edu/regents/bylaws/SectionIII/)

[UB VII-3.1 Course and Program Development Policy and Procedures](http://www.ubalt.edu/policies/academic/vii-3.1.pdf)

[UB VII-3.2 Approval of New Courses and Credit Changes SL](http://www.ubalt.edu/policies/academic/vii-3.2.pdf)

[UB VII-3.3 Course Syllabus Requirements – SL](http://www.ubalt.edu/policies/academic/vii-3.3.pdf)

**CREDITS AND GRADING**

[USM III-1.20 Alleged Arbitrary and Capricious Grading Review](http://www.usmd.edu/regents/bylaws/SectionIII/)

[USM III-1.41 Credit for Competency-Based Education and Prior Learning](http://www.usmd.edu/regents/bylaws/SectionIII/)

[USM III- 8.01 Alternative Means of Earning Academic Degree Credit](http://www.usmd.edu/regents/bylaws/SectionIII/)

[UB VII-4.1 Semester Grades and Grade Changes](http://www.ubalt.edu/policies/academic/vii-4.1.pdf)

[UB I-8.1Grade Challenges - YGCAS/MSB/CPA](http://www.ubalt.edu/policies/administrative/I-8.1.pdf)

[UB I-8.2 Grade Challenges -– SL](http://www.ubalt.edu/policies/administrative/I-8.2.pdf)

**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](http://www.usmd.edu/regents/bylaws/SectionX/)

[UB III-A Acceptable Use of Information Technology Resources](http://www.ubalt.edu/policies/administrative/III-A.pdf)

[UB III-1.1 E-mail Policy](http://www.ubalt.edu/policies/administrative/III-1.1.pdf)

[UB III-1.2 E-mail Guidelines](http://www.ubalt.edu/policies/administrative/III-1.2.pdf)

[UB III-2.1 Information Technology Security Policy](http://www.ubalt.edu/policies/administrative/III-2.1.pdf)

[UB III-2.2 Network Security Policy](http://www.ubalt.edu/policies/administrative/III-2.2.pdf)

[UB III-2.3 Wireless Network Policy](http://www.ubalt.edu/policies/administrative/III-2.3.pdf)

[UB III-2.4 Institutional Data Management Policy](http://www.ubalt.edu/policies/administrative/III-2.4.pdf)

**Bank of America Center for Excellence in Learning, Teaching and Technology (CELTT) https://library.ubalt.edu/celtt/**

CELTT's vision is to support faculty efforts to increase student success through communication, connection, creativity and collaboration to promote teaching and learning excellence, scholarship, diversity and inclusivity across the university.

Through professional growth opportunities, resources and support, CELTT helps faculty explore evidence-based pedagogy, leverage emerging learning technologies, and implement inclusive teaching practices. By emphasizing excellence in pedagogy, CELTT plays a vital role in driving continuous improvement and advancing the quality of teaching and learning experiences for students.

***SECTION 8 – RESEARCH***

Research is an important part of faculty life at UBalt. 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](http://www.ubalt.edu/about-ub/offices-and-services/provost/reporting-units/sponsored-research/)

[UB Institutional Review Board (IRB)](http://www.ubalt.edu/about-ub/offices-and-services/provost/reporting-units/sponsored-research/institutional-review-board.cfm)

[USM IV Research](http://www.usmd.edu/regents/bylaws/SectionIV/)

[USM IV-2.20 Classified and Proprietary Work](http://www.usmd.edu/regents/bylaws/SectionIV/)

[UB VIII-3.1 Standards for the Conduct of Scholarly Research (Code of Conduct)](http://www.ubalt.edu/policies/#research)

[USM IV Research --Conflicts of Interest](http://www.ubalt.edu/policies/academic/viii-3.1.pdf)

**COPYRIGHT AND INTELLECTUAL PROPERTY**

[USM IV-3.00 Patents](http://www.usmd.edu/regents/bylaws/SectionIV/)

[USM IV-3.10 Copyrights](http://www.usmd.edu/regents/bylaws/SectionIV/)

[USM IV-3.20 Intellectual Property Policy](http://www.usmd.edu/regents/bylaws/SectionIV/)

[UB VIII-5.1 Intellectual Property Policy](http://www.ubalt.edu/policies/academic/viii-5.1.pdf) - UB

[USM IV-2.10 Human Subjects](http://www.usmd.edu/regents/bylaws/SectionIV/)

[UB VIII-7.1 Indirect Cost Distribution](http://www.ubalt.edu/policies/academic/viii-7.1.pdf)

[UB VIII-8.1 Grant Sponsored Research](http://www.ubalt.edu/policies/academic/viii-8.1.pdf)

***SECTION 9 – STUDENT AFFAIRS***

Students are at the center of our university. You can find here UBalt 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 UBalt policy.

**CODE OF CONDUCT**

[USM V-8.0 Event-related Student Misconduct](http://www.usmd.edu/regents/bylaws/SectionV/) [UB I-2.1 Student Code of Conduct](http://www.ubalt.edu/policies/administrative/I-2.1.pdf)

[UB I-2.4 Destructive Groups](http://www.ubalt.edu/policies/administrative/I-2.4.pdf)

[UB I-2.5 Hazing Policy](http://www.ubalt.edu/policies/administrative/I-2.5.pdf)

**COMMUNITY SERVICE**

[USM V-6.00 Community Service](http://www.usmd.edu/regents/bylaws/SectionV/)

**DISCIPLINE**

[UB I-4.1 Discipline Procedures](http://www.ubalt.edu/policies/administrative/I-4.1.pdf)

**DISABILITIES**

[UB I-5.1 Students with Disabilities](http://www.ubalt.edu/policies/administrative/I-5.1.pdf)

[UB I-5.2 Disabilities Documentation Policy](http://www.ubalt.edu/policies/administrative/I-5.2.pdf)

[UB I-5.3 Accessibility Policy](http://www.ubalt.edu/policies/administrative/I-5.3.pdf)

**EMPLOYMENT**

[USM V-4.00 Student Employment](http://www.usmd.edu/regents/bylaws/SectionV/)

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**MILITARY DUTY**

[USM V-7.00 Students to Active Military Duty During a National or International Crisis or](http://www.usmd.edu/regents/bylaws/SectionV/) [Conflict](http://www.usmd.edu/regents/bylaws/SectionV/)

**PRIVACY OF STUDENT RECORDS**

[UB I-12.1 Privacy of Student Records](http://www.ubalt.edu/policies/administrative/I-12.1.pdf)

**STUDENT AFFAIRS**

[USM V-1.00 Student Affairs](http://www.usmd.edu/regents/bylaws/SectionV/)