

University of Baltimore

Part-Time Tenure-Track Faculty Policy

Approved by UFS 5/11/11

Approved by AG's Office 8/21/12

Approved by President 8/23/12

Reviewed by Associate Provost Fall 2023

I. Purpose

The University of Baltimore strives to be a family-friendly workplace, providing a fulfilling and productive model of work-life balance. The University also prides itself on being an institution whose faculty members excel in and outside of the classroom, performing civic and professional service and producing nationally celebrated research and creative publications.

In recognition of family obligations and professional and creative demands that may create a situation wherein faculty members need to work part-time for short periods, or even indefinitely, the University of Baltimore does, under certain circumstances, grant part time tenured or tenure-track positions. Full-time tenured faculty may negotiate a reduction in work time individually within the college/school as appropriate and subject to approval by the provost.

This policy addresses only full-time tenure-track faculty wishing to move to part time and new part-time positions.

II. Applicability

- A. Full-time Tenure-Track Faculty: Full-time tenure-track faculty members may request a part-time option through the procedures outlined in this policy. A faculty member tenured as a part-time faculty member may not return to a full-time position. However, part-time faculty may apply for an advertised full-time position through the regular search process.
- B. Candidates for New Part-Time Positions: Part-time tenured/tenure-track positions may be created as such. Applicants should be advised that it is a part-time position that will remain part-time. No position filled as a part-time tenured/tenure-track position will be converted to a full-time position. However, part-time faculty may apply for advertised full-time positions through the regular search process.

III. Work Load

Part-time tenure-track faculty positions can be 50% or 75% time. Workloads are assigned on a proportional basis in consultation with the department chair and the dean.

IV. Benefits

Part-time tenure-track faculty members working at 50% time or higher retain employee benefits as allowed by State and USM guidelines.

V. Application and Search Process

A. Full-time Tenure-Track Faculty:

1. The faculty member will submit a written request to the department/division chair and meet with him/her to discuss the request, the expectations for course-load, scholarship/creative activity, and institutional service.
2. The department/division chair will then submit a written proposal to the dean of the school/college.
3. The dean will review the application and make a recommendation to the Provost.
4. The provost will notify the faculty member, department chair, and dean of his/her decision. The provost's decision is final.

B. Candidates for New Part-Time Positions: Candidates for new part-time tenure-track positions apply through the standard faculty search process.

VI. Tenure Review for Part-Time Tenure-Track Faculty

The tenure review process for part-time tenure-track faculty members will be consistent with that of full-time tenure-track faculty members, and review periods/criteria will be similarly determined by the schools/colleges and departments/divisions.

- A. Tenure review shall occur in the fifth year for the School of Law and in the sixth year for MSB, CAS, and CPA, unless early review is requested by the faculty member.
- B. The tenure review year for full-time tenure track faculty that move to part-time tenure track positions will remain the same as stated in their initial full-time contract.
- C. As with full-time tenure review, a negative decision means that the faculty member will be given one terminal year following the review cycle, but barring extraordinary circumstances will receive no further consideration for tenure.
- D. Teaching shall be evaluated on a prorated workload expectation, but must meet the standards of teaching that are required of full-time faculty.
- E. Service shall be evaluated on a prorated workload expectation, but must meet the standards of engagement that are required of full-time faculty.
- F. Scholarship shall be evaluated on a prorated productivity expectation, but must meet the standards of quality that are required of full-time faculty.
- G. Each school/college will define specific criteria for tenure review to meet the guidelines above.
- H. Appeal guidelines shall be the same as for full-time faculty.

VII. Annual Evaluations

Annual evaluations shall be conducted for part-time tenured/tenure-track faculty on the same schedule and quality standards as full-time faculty.

VIII. Notice of Termination

Required time for a notice of termination shall follow the same guidelines as for full-time tenure-track faculty, found in the USM Appointment, Rank, and Tenure Policy.