

University of Baltimore Academic Year Faculty HR/Payroll Details

All 9.5-month, academic year faculty at the University of Baltimore (UB) are paid year-round. Specifically, faculty are paid in 26 equal installments over 12 months. This practice maintains pay and benefits for regular faculty members during the summer months with no change in payroll deductions.

The dates of the academic year change every calendar year. Academic year faculty are expected to work in preparation for the coming academic semester and to work beyond the last day of the semester, closing out grades, completing appeals reviews, performing departmental service, etc. To reduce confusion around the expectation of faculty presence on campus and to establish consistency year to year, the University, with Faculty Senate endorsement, implemented standardized contract dates of August 15th – May 31st. These dates also satisfy the University System of Maryland Policy on Faculty Appointment Letters or Contracts, USM BOR II-1.22.

The State of Maryland Central Payroll Bureau (CPB) administers UB's payroll and establishes the payroll calendar for all state employees, determining the payroll start and end dates of the academic year for faculty. For new hires, the official first day of employment is the payroll start date. For continuing faculty members, the payroll start date is used for any academic year salary changes, promotion in rank, and the start of sabbatical. Please note that the legislature may approve "off cycle" Cost of Living Adjustments and Merit pay, altering the effective date of those increases. The payroll dates for AY24-25 are August 21, 2024 – August 19, 2025.

A faculty member who starts mid-year, teaching only the spring semester, will have their salary spread through the end of the academic payroll year. This reduces the bi-weekly pay but maintains benefits through the summer.

A faculty member who is retiring at the end of the spring semester will have a July 1 retirement date. A non-renewing faculty member will remain on payroll through the end of the pay period in which May 31st falls. In both instances, the faculty member will receive a contract pay-out for any remaining academic year salary.

Faculty who terminate during the academic year will receive a pro-rated contract payout for the portion of the academic year completed.

Health benefits begin on the first of the month after the start date. Benefits end on the last day of the month of separation. For most academic year faculty, benefits start September 1. Separating faculty have benefits through June 30.

Payment for work outside of the primary faculty appointment, such as summer research, overload teaching assignments, advising, or curriculum development, requires additional contracts and the payment is added to the regular paycheck.