



## A. JAMES CLARK SCHOOL OF ENGINEERING

### POLICY ON FACULTY CONTRACTS

#### **Background**

The President has approved a policy that gives all tenured and tenure-track faculty the option of changing the time period of their current contract to a contract where the academic year is defined on 9 months (August 23 - May 22). Those individuals currently on a 9 ½, 10, or 12-month contract may choose to change their contract to a 9-month appointment. For such individuals, the department-supported part of a faculty member's salary would then be 75% of their total salary rather than 79% (9 ½-month appointment) or 83% (10-month appointment). This in effect permits that individual to earn more if they are able to provide the additionally needed funds from external sources.

Due to the approved policy change in the academic year calendar, all faculty members with their tenure home in the A. James Clark School of Engineering will be offered the following contract types provided that qualifying requirements are met and, where appropriate, formal approvals are received from the Department Chair, Dean, and Provost.

#### **Contract Types**

- (i) Status quo with existing 9.5-month, 10-month, and 12-month contracts. No formal action is necessary.
- (ii) Academic year (9-month) appointment with the academic year salary equal to the department-supported component of the present salary. If you are currently on a 9.5-month appointment, this change will allow you to earn up to 33.3% of your academic year salary during the summer months from external sources instead of the current 26.3% of your academic year salary. If you want to change your contract period to a 9-month appointment, please complete a Request for Change in University of Maryland Appointment Agreement to 9-Months Service form. The policy and the forms can be obtained at <http://www.faculty.umd.edu/appointment/9to12.html>. In order for the change in appointment status to be effective at the beginning of the next appointment year, you must submit **one original**, signed by your Department Chair, to the Dean's Office no later than March 1 of any year.
- (iii) Fiscal year (12-month) appointment with 75% of the nominal 12-month salary paid from department funds (this is equal to the department component of the present annual salary) and **up to** the remaining 25% to be funded by the faculty member through external sources. However, if at any time a faculty member is not able to sustain their 25%, the department will reduce the externally-funded portion of their salary appropriately. The faculty member always has the option of converting to a 9-month appointment with the change being effective at the beginning of the next academic year as long as the Request for Change in University of Maryland

Appointment Agreement to 9-Months Service form is completed and submitted to the Dean's Office by March 1 of that year. Any academic faculty member converting to or changing the terms of their 12-month appointment must agree to give up all rights to compensation for accrued leave at retirement, resignation, or if there is a change in contract status.

To receive approval to convert to a 12-month appointment with a 75/25 split, the faculty member must complete and submit, by an established date defined by their Department, **one original** of the Clark School Request for Change in University of Maryland Appointment Agreement form to their Department Chair. You must attach to this request a three-year history demonstrating a high-level of external funding and also provide evidence of high likelihood of external funding sufficient to support the individual's externally-funded portion of the annual salary. In order for this change to be effective at the beginning of the next appointment year, the Department Chair must prepare and attach to the completed request a new UMCP Agreement and submit to the Dean's Office no later than March 1 of any year. This request must be approved by the Dean and the Provost.

- (iv) Fiscal year (12-month) appointment with 70% of the nominal 12-month salary paid from department funds (this is equal to the department component of the present annual salary) with the remaining 30% to be funded by the faculty member through external sources. This appointment type is highly selective and is only offered to faculty members who meet more stringent eligibility requirements and receive formal approval. All 70/30 12-month appointments are for a three-year period, and will be reviewed for continued eligibility. At any time if a faculty member no longer meets the eligibility requirements for this contract type, they will be converted to a 12-month 75/25 appointment where the department component of the salary that was equal to 70% of their annual salary will become 75% of the annual salary [see (iii) above]. The faculty member always has the option of converting to a 9-month appointment with the change being effective at the beginning of the next academic year as long as the Request for Change in University of Maryland Appointment Agreement to 9-Months Service form is completed and submitted to the Dean's Office by March 1 of that year.

The requirements for conversion to a fiscal year appointment with a 70/30 split are as follows: (a) a three-year history of supporting at least four full-time equivalent (FTE) graduate research assistants on an annual basis (20 hours/week for the academic year and 40 hours/week for the summer) and a promise to continue to support at least four FTE GRAs every year during the course of this contract, (b) a three-year history of a high-level of external funding and evidence of high likelihood of external funding sufficient to support the individual's externally-funded portion of the annual salary (42.9% of faculty member's academic year salary) in addition to supporting the required number of GRAs, (c) a record of excellence in scholarly and teaching activities. This should be evidenced by the faculty member's three-year average performance in the top one half of their respective department in both the merit review process and in the student teaching evaluations. Further, those faculty members who request a change of their contract type to a 70/30 split appointment must agree that this action will not affect their current level of buy out, and that they will successfully receive approvals from their contracting agencies to support the

increase in their research effort. Any academic faculty member converting to or changing the terms of their 12-month appointment must agree to give up all rights to compensation for accrued leave at retirement, resignation, or if there is a change in contract status.

To receive approval to convert to a 12-month appointment with a 70/30 split, the faculty member must complete and submit, by an established date defined by their Department, **one original** of the Clark School Request for Change in University of Maryland Appointment Agreement form to their Department Chair. The Department Chair will review the request for eligibility and forward a formal recommendation to the Dean supporting the conversion of the faculty member's contract to a 12-month appointment with a 70/30 split. The formal recommendation must include the faculty member's request form, a compelling letter justifying this modification of appointment as outlined in the criteria, a new UMCP Agreement, and a Clark School Transmittal Form. In order for the change in appointment status to be effective at the beginning of the next appointment year, the formal requests must be submitted to the Dean's Office no later than March 1 of any year. The request must be approved by the Dean and the Provost.