

Faculty Senate Minutes

May 7, 2024

The regular business meeting of the Faculty Senate was held on Tuesday, May 7, 2024 at 3:30 pm in Holloway Hall 119. The Senate President was in the chair and the Secretary was present. The minutes of the last meeting were approved.

President Lyn Lepre made announcements.

Provost Laurie Couch made announcements.

The Senate President made announcements.

Elections of Senate officers for AY 24-25 were conducted.

The minutes of the April 23 meeting were approved as written.

After debate and amendment, the MOTION to charge Summer Advisory Committee (SAC) with collecting compensation data proposed by Senator Ragan PASSED.

Resolved, that the Faculty Senate charge its Summer Advisory Committee (SAC) to work with the Provost's Office over Summer 2024 to gather the data needed to make specific recommendations and address concerns brought up in the April 23rd and May 7th Faculty Senate meetings regarding a number of compensation issues. These include, at a minimum, compensation for Summer, Winter, and overload courses; compensation for Chairs and Program Directors; and retirement eligibility and compensation data for FTNTT faculty. The SAC will provide that data to the Senate by the first meeting in September 2024.

After debate, the MOTION to change how departments chairs are compensated proposed by Senator Talbert was WITHDRAWN. The associated report from the Faculty Welfare Committee is appended to these minutes.

After debate and amendment, the MOTION on updating the FTNTT part of the Faculty Handbook proposed by Senator Emmert PASSED. The associated report and the draft language for the Faculty Handbook are appended to these minutes.

Resolved, that the Employment of Full-Time Non-Tenure Track Instructional Faculty section of Chapter 2 of the Faculty Handbook be replaced with the draft language included in the report of the Ad Hoc Committee on Drafting a FTNTT Faculty Section for the Faculty Handbook.

The MOTION on providing guidance on criteria for early promotion proposed by Senator DiBartolo was not voted on by the end of the meeting. The associated report is appended to these minutes.

Resolved that the Faculty Senate accept the new proposed policy on application procedures for early promotion from the University Promotions Committee for approval in terms of content and location in the Faculty Handbook.

*See separate proposed policy and suggested location in the current Faculty Handbook/Chapter 2.

Meeting was adjourned at 5:15 pm

David Keifer, Secretary
Written 05/08/2024

To: Salisbury University Faculty Senators From: Faculty Welfare Committee (FWC)

Date: 4/16/2024

Re: Overload pay, Chair compensation, Graduate Assistantships, and Program Director compensation.

A faculty senate motion approved on March 23, 2023 charged that the Faculty Welfare Committee (FWC) should “look into aligning overload pay with special session compensation, and shall evaluate and make recommendations regarding chair compensation, program director compensation, and graduate student assistantships (in consultation with representation from the Graduate Council)”. This report is a fulfillment of that charge.

Background

Currently at Salisbury University (SU), a faculty member can teach a summer or winter course and receive more monetary compensation than if they teach the same course on overload during the fall and spring semesters, even if the fall or spring course has more students than a summer or winter course.

Currently, department chairs across campus are given a download of teaching responsibility as well as a monetary stipend as compensation for being the chair of a department. The amount of the download and monetary stipend varies from department to department.

Graduate assistants receive a stipend and partial tuition remission as part of their compensation from SU. Although there is a minimum stipend set by SU, different schools and departments can increase the stipend if they so choose.

Program directors have many different job duties depending on their school and department. Typically, each program director gets a download of teaching, and in some cases, a monetary stipend which varies from department to department.

Methodology

[Overload Pay](#): The FWC reached out to SU’s budgeting office, asking for the following items: the total monetary compensation to faculty for overload for Fiscal Years 2022 and 2023; the total monetary compensation to faculty for teaching during summer/winter semesters, along with the number of credit hours for these courses, and the number of students taking each of these courses. We also asked each school’s Dean/Director’s office for the number of overload hours taught during Fiscal Years 2022 and 2023 from their school.

Although we were initially told that the budgeting office could get us the data we requested in short order, we received an email stating that due to a large number of requests by faculty committees, the budget office would not be able to give us the requested data until near the end of the spring 2024 semester, and we would need to work with the Provost’s office to make this request happen. We did receive some overload hour data from some schools, but not from others.

Chair Compensation: The FWC reached out to former Associate Provost Rich Wilkens and current Associate Provost Jessica Clark to obtain information about a chair compensation study that had been completed in 2019 by Associate Provost Wilkens, which studied chair compensation at different USM institutions, as well as ideas created by a 2018 Faculty Learning Committee (FLC) specifically for department chairs. We reviewed this data and the recommendations that were put forth by Associate Provost Wilkens and Provost Olmstead.

In the study by Associate Provost Wilkens, he suggested four ways to modify how chair compensation was calculated. Provost Olmstead approved of these four modifications, and we have found that two of the four items have already been implemented. The first modification was to increase the base compensation for chairs regardless of department size (was increased to \$5,257 in 2018 or 2019). The second modification was to include adjustments for the number of student credit hours (SCH) taught in their department (\$0.102 per SCH) and for Full Time Equivalent Faculty (FTEF) supervised (\$60.35 per FTEF). This modification has been phased in as the initial three-year terms of chairs have come to an end or have been renewed, and all chairs will have this in place for the Fall 2024 term. Currently, this stipend is calculated at the beginning of a chair's 3-year term and recalculated if they begin a new term.

The two modifications still not implemented are as follows. (1) It was recommended that during a chair's 3-year term, the chair compensation could increase if the number of student credit hours and full-time equivalent faculty supervised increases, but a stipulation should be made that the chair compensation should not decrease during the 3-year term. (2) Currently, after a 3-year term, 30% of the chair's initial stipend is reallocated to their base salary, and after a 6-year term, another 40% of the chair's initial stipend is reallocated to their base salary, thus rewarding faculty for being chair long after they have left the position and encouraging some continuity in the chair position. However, when these percentages are returned to the base, the overall compensation doesn't change. For example, if a chair's stipend was \$10,000, during their first three years, this will be paid contractually. If a chair completes 3 years as chair and signs up for another 3-year term, \$3,000 will be put in their base salary, while the other \$7,000 will be the contractual payment. If a chair completed six years, and returned for another 3-year term, \$7,000 will be put in their base salary, while the other \$3,000 will be a contractual payment. Associate Provost Wilkens and Provost Olmstead suggested that this policy should be changed so that the return to base policy does not decrease the amount of the contractual amount received for being chair. The numbers in the 2019 study suggest this increase in chair stipends campus wide would cost the University approximately \$25,000/year.

In the Chair's Faculty Learning Committee report, they mentioned many issues, two of which the FWC would like to address. (1) There seems to be no consistent method to determine the teaching download time given to chairs, but rather it seems to be assigned by the Deans with no transparency of how the download was determined. (2) If an associate professor takes on a role as chair, it is extremely difficult for this individual to be promoted during their time as chair, as the teaching download does not allow enough time for their chair duties and time for professional development ends up being reduced.

[Graduate Assistantships](#): One of the FWC members is also on Graduate Student Council and discussed with them their thoughts on graduate assistantships.

[Program Director Compensation](#): The FWC reviewed the different types of director positions on campus, and what information we could obtain about these positions. We also received some information from the Graduate Council on program directors. In addition, we also received information from a former program director about changes they believe should be made.

Recommendations

[Overload Pay](#): It seems wrong and is inequitable that someone teaching a class on overload during the fall/spring semester would receive less for teaching this class than during the summer/winter semesters.

We recommend increasing overload pay to match what is paid during summer/winter semester. We feel that this is the equitable thing to do. The FWC hoped to obtain data that would give us an idea of the monetary value of this proposed change. We were unable to get this data, and thus cannot give a number to the Faculty Senate on how much this recommendation would cost.

If there is opposition to linking overload pay to the number of students in each overload section of a course (similar to what summer/winter compensation does), we suggest that the Provost's office use past data to determine the average pay for summer/winter courses per credit, and that the Faculty Senate and the Provost's office work together to change overload pay to match this value. Raising overload pay will only be equitable if compensation for adjunct faculty is increased to match. We recommend that this also occur.

[Chair Compensation](#): We recommend that the final two modifications suggested by former Associate Wilkens and endorsed by former Provost Olmstead be implemented. The items are as follows:

- 1) We recommend allowing chair compensation to increase during a chair's three-year term as indicated by the modifiers of student credit hours taught by the department and full-time equivalent faculty supervised. A stipulation should be included that during the 3-year term of the chair, the compensation will not decrease, even if modifiers would indicate that the compensation should decrease. If a chair continues after the 3-year term is complete, then the chair stipend should be recalculated based on the modifiers, and compensation could go down at that time. We recommend that this be implemented by the Fall 2024 semester.

The FWC believes that this would reward chairs who are doing substantial work in getting students into their courses. This should cost the university a minimal amount.

- 2) We recommend modifying the chair compensation so that when a return-to-base adjustment is made (30% after year 3 and 70% after year 6) the return to base is not treated

as part of the chair compensation. As such, the chair compensation should be calculated as before and paid entirely on a contractual basis with the return-to-base being in addition to the chair stipend. This policy should stipulate that the return-to-base policy should only be allowed for the first two 3-year terms (if an individual is chair for more than 6 years) but individuals will continue to receive the full value of the chair stipend for as long as they serve as chair. We recommend that this be implemented by the Fall 2024 semester.

The FWC believes that this policy change would increase equity as the current policy is punitive for chairs who occupy the position for more than 3 years. This policy change would cost the University ~\$25,000 (2019 numbers).

We would like to add a third recommendation, based on the 2019 study.

- 3) The base chair salary, along with the amount paid for SCH and FTEF, should be increased proportionally if Merit or COLA pay are given to faculty at SU.

We would also like to make two other recommendations, based on the 2018 Chairs FLC.

- 4) We recommend that a methodology of calculating a chair's teaching download be created for Salisbury University. The Deans/School directors can have some latitude in this, but there should be a transparent method to calculate the teaching download for chairs that the Dean/School director can then use as a starting point to make the final decision. We recommend that this be completed by the Fall 2025 semester.
- 5) We recommend that the Faculty Senate work with the Provost's office to create a way to recognize chair service toward promotion to full professor. One possibility might be adding a "fourth" leg of leadership (besides teaching, service, and professional development) for promotion, where a chair or former chair applying for promotion would need to show evidence in three of the four categories (Towson University does something like this). A second possibility would be allowing chairs to count some of their work as chair toward professional development. For example, a chair who completes an Academic Performance Review has arguably completed and published a peer-reviewed research document and could submit that work toward the professional development section of their promotional packet. There may be more possibilities here, but there should be some way for a chair or former chair to use some of their work as chair toward promotion.

[Graduate Assistantships:](#) With the formation of the new Graduate School, we recommend that a comprehensive review be done by the Graduate School to determine the compensation and duties of graduate assistants. Once this data is collected, we recommend that a discussion be had on how to make assistantships equitable.

[Program Director Compensation:](#) We recommend that the Provost's office and the Human Resource office complete a comprehensive study to determine the duties, the teaching download, and the monetary stipend given to all program directors. After this study is

completed, we recommend that a consistent policy on how to calculate the stipends for the program directors be developed and implemented. For program directors who are overseeing an entire department (similar to an academic chair), a policy should be considered where part of the director's stipend is returned to their base salary.

Closing Thoughts

With regard to overload and chair compensation, we have reviewed and discussed these items and feel that these items should be acted on quickly by the Faculty Senate. We feel that for Graduate Assistantships and Program Director compensation, we simply don't have enough data to make substantive recommendations at this time, and thus our recommendation is for studies to be completed regarding these issues.

Faculty Welfare Committee

Ani Mathers, Christina Camillo, Echo Leaver, Douglas Dewitt, Matt Bailey (Chair)

Full-Time Non-Tenure Track (FTNTT) Faculty Ad Hoc Committee Report

Committee Members: Jon Andes, Jocelyn Bunting (Co-Chair), Mary Gunther, Krispen Laird, Theresa Manns (Co-Chair), Michael McCarty, and Amit Poddar

April 2024

1. Faculty Senate Charge:

The Faculty Senate shall establish an ad-hoc committee charged with writing a separate section within the Faculty Handbook pertaining to Full-Time Non-Tenure Track Faculty as recommended by the Faculty Welfare committee through their report dated 12/5/2022. The committee shall consider the recommendations within that report during this process, as well as the draft language provided by the Provost dated 08/26/22. The committee shall also indicate where their text should be placed within the Handbook and any edits necessary to other sections necessitated by the introduction of this text. The committee shall present their final report by the second-to-last Faculty Senate meeting of the Spring 2024 term.

To fulfill the charge of the committee, we met 13 times during the course of the Fall 2023 and Spring 2024 semesters.

2. Review of the Faculty Welfare Committee Report regarding FTNTT faculty:

The committee began by reviewing the Faculty Welfare Committee Report regarding FTNTT faculty. In the summary of the report, it was noted that “many of our FTNTT colleagues feel like they are looked down on by some members of the SU community.” This rang true for many members of our committee. Just in the limited sample size of FTNTT faculty present within the committee, there was much discussion regarding the injustices that FTNTT faculty members have faced as part of the SU community. For example: faculty who weren’t provided a PIN according to their hire letter, faculty who needed to hire a labor attorney to clarify their contract, faculty who were not provided with an accurate accrual of their time teaching at SU, faculty who were delayed in receiving promotion, faculty who served on committees, but then didn’t have the rights to vote on the committee work. While there might be some variability within departments, overwhelmingly FTNTT faculty feel that they are viewed and treated as second-class citizens within the SU community.

3. Research regarding PIN lines:

In an effort to learn more about PIN lines, the HR Director for USM and USM institutions were contacted.

George Samuel, HR Director for USM, was contacted regarding PIN lines on October 19th via phone. He responded with an email later that day in which he wrote that it appears that individual institutions within the USM may have some latitude in how they administer a 6-year waiting period in relation to benefits and retirement. Two subsequent emails were sent to George on October 20th and 27th asking for clarification regarding this “latitude.” He did not respond to either of those requests for clarification.

4. **Continued research regarding PIN lines:**

Due to the lack of clarification from the HR Director for USM, individual USM institutions were contacted for research regarding PIN lines. Specifically, the schools were asked: 1. If they have PIN lines for FTNTT faculty? and 2. When are FTNTT faculty eligible for retirement?

5. **Results of research regarding PIN lines:**

The results were that very few schools differentiate between PIN lines and non-PIN lines for FTNTT faculty. The 3 schools that currently use PIN lines are: Salisbury, University of Baltimore, and University of Maryland Global Campus. It was also noted that UBalt and UMGC have PIN lines, but all faculty receive a PIN line when hired. Salisbury is the only institution that uses PIN lines where FTNTT faculty are not eligible for a PIN until year 6, and only if a PIN line is available.

It was also discovered that there is a vast difference among the schools regarding retirement for FTNTT faculty. However, **most USMs have FTNTT faculty eligible for retirement on the date of hire.** This includes: Towson, UBalt, UMB, UMBC, UMCP, UMES, UMGC, UMCES, and UMSG.

It should be noted that 2 of the most rural schools- Frostburg and Salisbury have the worst retirement eligibility for FTNTT faculty. *At SU, FTNTT faculty must wait until year 6 for a PIN and if a PIN isn't available then their salary is increased by 7.25%. While there is an increase in salary commensurate with retirement contributions, healthcare, prescription, and dental subsidies are not the same. FTNTT faculty without a PIN pay more for these coverages than FTNTT faculty with a PIN. Also, without a PIN, FTNTT faculty are not accruing any time toward healthcare retirement benefits.*

Similarly at Frostburg, at year 6, FTNTT faculty are given a 7.25% salary increase, but they also do not get the same subsidies- only 75% is covered for health, prescription versus 80% for other employees. Also, FTNTT faculty must pay the full amount for dental coverage. Unlike SU, Frostburg FTNTT faculty are never eligible for retirement.

It's important to note that Frostburg advertises FTNTT faculty positions with "limited benefits" in the job posting. The Benefits specialist also has a summary sheet that details these limited benefits that the departments pass along to candidates. The Benefits Specialist explains this to employees and they receive a copy of the policy. This does not currently occur at Salisbury University.

The attached Excel spreadsheet details the results of this research.

6. **Writing of Faculty Handbook Section pertaining to FTNTT faculty:**

As we were charged, the committee considered the recommendations from the Faculty Welfare committee in the crafting of the Faculty Handbook section pertaining to FTNTT faculty. The committee also considered the results of the research regarding PINs.

7. Areas within the Provost's Draft Language where substantial edits were included:

The following areas were edited within the provost's draft language which was submitted to the committee:

1. Provided definition for FTNTT faculty
2. Clarified Hiring Procedures for FTNTT faculty
3. Established the use of contracts, letters, and memorandums of understanding to communicate clear expectations of/to FTNTT faculty
4. Defined criteria and procedures for promotion of FTNTT faculty including a timeline for the process
5. Identified FTNTT faculty as compensated under the Regular Payroll System (RG) with associated benefits such as being eligible for payroll deduction for health benefits and retirement plans (SRPS and ORP) on their start date.

8. Placement of Faculty Handbook Section Pertaining to FTNTT faculty:

The section of the Faculty Handbook pertaining to FTNTT faculty should be placed in Chapter 2: Faculty Appointment, Rank, Tenure and Promotion under Employment of Full-Time Non-Tenure Track Instructional Faculty.

9. Research on Rank/Title Changes for FTNTT faculty:

The committee also contacted UMBC FTNTT faculty who are Principal Lecturers. The committee asked what was required for this position title. The Principal Lecturers provided a description of the necessary qualifications from the UMBC Faculty Handbook. This rank is currently being considered for addition to the USM bylaws. If adopted, this rank and a procedure for promotion should be inserted into the FTNTT faculty chapter.

10. Challenges:

One of the challenges we faced was that we were charged with editing living documents that seem to be ever moving under our feet. For example, the Overview of Benefits Document existed as two separate documents (1 for tenure track faculty and 1 for FTNTT faculty) was in Spring 2024 merged into one. Also, the SU HR website was updated during the course of our committee work and therefore links and document locations changed.

Even with all of the research that the committee conducted, PIN lines and how FTNTT faculty acquire them remains a nebulous process. It was recommended that we contact Maryland State Senators as they decide the number of PIN lines for Salisbury University. Senator Mary Beth Carozza was asked about PIN lines and she was unaware of them.

11. Recommendations:

Based on our research and work, the committee has the following recommendations:

1. Editing the Overview of Benefits packet as it contains errors and confusing information. It's inaccurate to include retirement planning and supplemental retirement planning as a list of benefits for full-time, non-exempt employees on page 3 as this is not currently permitted. Additionally, on page 7, the Md SRPS and ORP language should be included before the "Employees on Contractual Payroll," not after.

2. Including FTNTT faculty as part of the Regular Payroll System (RG) with associated benefits such as being eligible for payroll deduction for health benefits and retirement plans (SRPS and ORP) on the employee's start date.
3. Improving equity and inclusion for FTNTT faculty by recognizing FTNTT faculty promotions during the Provost's Welcome Meeting in August

Draft

FTNTT Faculty Senate Ad-Hoc Committee 4.9.24

Employment of Full-Time, Non-Tenure Track (FTNTT) Instructional Faculty **BOR II-1.05**

In the matter of employment of Full-Time, Non-Tenure Track Instructional Faculty, Salisbury University operates under USM BOR Policy II-1.05.

Full-Time, Non-Tenure Track Faculty Definition: Any faculty member who is in a non-tenure track position and is teaching 24 credit hours or the equivalent for the academic year.

Full-Time, Non-Tenure Track Instructional Hiring, Faculty Ranks, and Promotion

Hiring

The department will create a committee to recommend candidate(s) for the full-time non-tenure track position to the Hiring manager. The process followed for hiring will be similar to that of tenure track faculty. The search will be an open search and make clear the expectations of the FTNTT faculty member and the benefits available for the position. Every effort will be made to find the best candidate from the largest pool of possible candidates.

Exceptions: When it is determined by the Department Chair / School Director that sufficient time does not exist to conduct an open search, then the Department Chair / School Director can appoint a person to the FTNNT position for a maximum of 1 year (renewable for 1 additional year). Upon expiry of the 2 years, the position of the FTNTT will be turned into an open search. The person appointed by the Department Chair/School Director will be eligible to apply for the open position.

Contracts/Letters of Appointments: Each FTNTT faculty member shall be provided with a written contract or letter of appointment prior to the beginning of the assignment. The contract or letter shall state that the appointment is full-time and state the academic rank, length of appointment, time of service (10 months, 12 months), salary, whether the appointment is renewable, nature of the assignment, benefits, and performance-evaluation policies and procedures. Any additional expectations will be given to the FTNTT faculty member by their department in a memorandum of understanding along with the written contract.

Term of Employment: Typically, initial contracts shall be for one academic year. Subsequent contracts may be for longer terms. 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](#).

Draft

FTNTT Faculty Senate Ad-Hoc Committee 4.9.24

Full-Time, Non-Tenure Track Instructional Faculty Ranks (see [Chapter 2 Faculty Ranks and Criteria, Section C Faculty Ranks](#))

Assistant Instructor: The appointee should be competent to fill a specific position in an acceptable manner but is not required to meet all the requirements for an Instructor. Appointment to this rank requires at least the appropriate baccalaureate degree.

Lecturer: This title may be used for appointment at any salary and experience level of persons who are competent to fill a specific position but who are not intended to be considered for professorial appointment. Appointments to this rank shall be for terms not to exceed three years and are renewable.

Senior Lecturer: In addition to having the qualifications of a Lecturer, the appointee shall have completed at least six years as a Lecturer (or in a rank at another institution of higher education that is accepted as comparable to Lecturer), and shall have established a record of teaching excellence and a record of service. Fewer than six years of experience may qualify one for this rank if approved by the President or designee. Appointments to this rank shall be for terms not to exceed five years and are renewable.

Professor of Practice: This title may be used to appoint individuals who have demonstrated excellence in the practice as well as leadership in specific fields. The appointee shall have attained regional and national prominence and, when appropriate, international recognition of outstanding achievement. Additionally, the appointee shall have demonstrated superior teaching ability appropriate to assigned responsibilities. As a minimum, the appointee shall hold the terminal professional degree in the field or equivalent stature by virtue of experience. Appointees will hold the rank of Professor but, while having that stature, will not have rights that are limited to tenured faculty. Initial appointment is for periods up to five years, and reappointment is possible. This title does not carry tenure, nor does time served as a Professor of the Practice count toward achieving tenure in another title. Different schools and colleges at SU may have specific requirements for this rank.

[Information on Clinical Faculty ranks can be found here.](#)

Criteria and Procedures for Promotion of FTNTT Faculty

Eligibility: Full-time non-tenure track faculty are eligible for promotion to senior lecturer after completing 6 years at the rank of lecturer (or a comparable rank at another institution), establishing a record of teaching excellence, and a record of service. The process may be initiated by the Department Chair/School Director or the FTNTT faculty member. In exceptional circumstances, a faculty may request early promotion in consultation with the Department Chair/School Director and the unit Dean. FTNTT faculty may also be eligible for promotion to Professor of Practice.

Table 1: Process & Deadlines for Promotion to Senior Lecturer

Step	Date
Department Chair/School Director meets with candidate to discuss eligibility to apply for promotion	Candidate's 11th Semester December 15/May 15
If a candidate decides to seek promotion, a promotion file including a CV and a letter highlighting teaching excellence and a record of service will be submitted to their Department Chair/School Director.	Candidate's 12 th Semester February 15/September 15
Recommendation to unit Dean by Department Chair/School Director	March 15/October 15*
Notification of promotion to faculty and Provost, in writing, by unit Dean	April 15/November 15*
Complete Appeal Process Finalized	May 15/December 15

* Candidate has 5 business days to respond

Professional development and working conditions

- A. **Support for Teaching:** The University shall provide each FTNTT faculty member with the support it determines necessary for the execution of the appointee's duties, which may include the following:
- a. information on the department's policies, requirements, and goals for each course, along with access to examples of past course syllabi (if available);
 - b. official schedule of classes, including academic calendar and time frames of class meetings;
 - c. assistance in the selection of textbook(s) for the course(s), ancillaries for the text(s), if these are not already available;
 - d. information about available training for MyClasses and other instructional tool and best practices;
 - e. appropriate space for meeting with students during scheduled office hours;
 - f. a university email account along with access to on-campus computer facilities; and
 - g. telephone or other voice access, as appropriate.
 - h. an FTNTT mentor from the school, ideally the department
- B. **Professional Development:** Professional development opportunities for FTNTT faculty members shall be supported to the extent feasible. Examples include extending invitations to departmental and institutional professional development events, arranging mentoring by senior FTNTT faculty, and providing financial support for attending professional conferences when funding permits.

- C. **Performance Evaluation:** Department chairs evaluate full-time non-tenure track faculty each year by March 15. Criteria and procedures for reviewing full-time non-tenure track faculty are developed by the academic departments/CHHS schools, approved by the relevant unit dean and by the Provost, and are on file in the dean's office and in the Office of Academic Affairs. They are to be provided to full-time non-tenure track faculty at the time of hiring. Department chairs/CHHS school directors summarize their evaluations of full-time non-tenure faculty on the evaluation form (see [Appendix Q](#)). The steps and deadlines in Table 4 of Chapter 2: Faculty Appointment, Rank, Tenure and Promotion describe the procedure for yearly reviewing of these full-time non-tenure track faculty.
- D. **Integration into Salisbury University Life:** Full-time non-tenure track faculty members shall be integrated into the scholarly, intellectual, academic, and social life of the department, school, and the University. This includes participation in shared-governance through the Faculty Senate.
- E. **Salaries:** Every effort should be made to make full-time non-tenure track faculty member compensation professionally appropriate and competitive to the extent allowed by available fiscal resources.
- F. **Benefits:** See Salisbury University's [Overview of Benefits](#) for up-to-date information on the range of benefits available to Full-time Non-Tenure Track Faculty. FTNTT instructional faculty are compensated under the Regular Payroll System (RG). Under this system, faculty are eligible for payroll deduction for health benefits and are required to participate in a retirement plan (SRPS and ORP) on the employee's start date.
- G. **Leave:** Full-time Non-Tenure Track Faculty are not eligible for sabbatical leave or for terminal leave, regardless of length of service. FTNTT faculty are eligible for all other types of leave as described in Chapter 3 of the Faculty Handbook.
- H. **Grievance Procedure:** With the exception of those policies and procedures that relate to the appointment, rank and tenure of tenured and tenure-track faculty, FTNTT faculty shall have available the same grievance procedure as all other faculty, consistent with the [USM BOR Policy on Faculty Grievances, II-4.00](#).
- I. **Termination:** Full-time Non-Tenure Track faculty, as defined in the USM Policy on Appointment, Rank and Tenure of faculty, shall be given written notice at least 60 days prior to the date of termination of appointment.

**Promotions Committee Report - Guidance for Early Application for Promotion in Rank
April 2024**

Faculty Senate Charge

Review the current policies on Tenure and Promotion in the Faculty Handbook and crafting specific recommendations for situations (if any) in which a faculty member can apply for early tenure and/or promotion. If the Committee feels they should consult with the Academic Policies Committee (APC) while crafting recommendations, they should do so and notify the Faculty Senate President of this decision. The Committee will report its recommendations by the April 23, 2024 Faculty Senate meeting. The report is due to the Faculty Senate President by 4/16/2024.

Promotions Committee Members: Alexander Halperin (Chair)

Donna Ritenour, Adam Hoffman, Starlin Weaver, Althea Pennerman, Seth Friese, Elsie Walker, Charisse Chappell, Asif Shakur; Designated Senator: Mary DiBartolo

NEW/Proposed Policy:

Application Procedures for Early Promotion

A faculty member may choose to seek approval to apply early for promotion to the next rank (e.g., from Assistant to Associate Professor or Associate to Professor). To meet approval for early application for promotion, a Faculty member should consult the Chair/Director of their department/school and receive formal written approval from

1. A majority of the department/school Tenure and Promotion Committee,
2. The Chair/Director of the department/school, and
3. The Dean of the school/college.

Letters from each of the above three entities should be sent to the Provost, who makes the final decision about whether the Faculty member may apply for promotion early. If any of the above three entities does not provide a letter of support, then the Faculty member may not apply for promotion early.

Early promotion should occur rarely, limited to cases where a faculty member has produced extraordinary work or requires promotion to fulfill an urgent need (e.g., the prerequisites for an administrative position).

Where to be inserted in current Faculty Handbook T & P section:

It is suggested that this new section be placed before the section: **Procedures for Faculty Appeals in Matters of Promotion and Tenure.**