

GUIDELINES FROM THE PROVOST'S BUDGET OFFICE (revised 02-12-2020)

SCHEDULE OF PAYMENTS FOR INSTRUCTION

Adjuncts I & Offload for Regular faculty/Clinical/Visiting/Lecturers with less than 3 years of Service

- \$1,000 per credit hour for fall and/or spring term

Adjuncts II & Offload for Regular faculty/Clinical/Visiting/Lecturers with 3 to 5 years of Service

- \$1,100 per credit hour for fall and/or spring term

Adjuncts III & Offload for Regular faculty/Clinical/Visiting/Lecturers with 6 years or greater of Service

- \$1,210 per credit hour for fall and/or spring term

Minimester (all instructors)

- \$1,167 per credit hour for off-load instruction in minimester term (all instructors)

Summer (all instructors)

- \$1,333 per credit hour for instruction by adjunct instructor in summer term (all instructors)

Sliding scale for summer and minimester payments for instruction for classes are posted on the PBO website

PROMOTION SALARY INCREASES

- Faculty **promoted to associate professor** (from assistant professor) receive a **\$6,000** increase to base salary beginning the ensuing academic year (as per the ART policy)
- Faculty **promoted to full professor** (from associate professor) receive a **\$7,500** increase to base salary beginning the ensuing academic year (as per the ART policy)
- Faculty do not receive salary increases to base salaries for being awarded tenure
- Librarians **promoted to the next Librarian level** / status receive a **\$6,000** increase beginning the ensuing fiscal year (as per the ART policy)
- Full-time Lecturers who serve **six consecutive years as a full-time lecturer** receive secondary payments equal to **7.25%** of their annual salary in lieu of an employer contribution to or service credit for a State-sponsored retirement or pension plan.
(see USM Policy II 1.05 www.usmd.edu/regents/bylaws/SectionII/II105.html)
- Salary monies to pay for faculty whose ongoing base salaries are increased because of an external award and/or honor (e.g., USM Elkin's Award) will be funded from the college's faculty salary pool.

COMPENSATION FUNDED BY THE PBO FOR ADMINISTRATIVE WORK

- **Department Chairperson serving a four year term: \$9,000** flat stipend per term (fall and spring terms), **\$5,000** flat stipend per term (summer term), for a total of **\$23,000**. Department Chairpersons under this arrangement are eligible to receive a one-time **\$3,000** transition stipend upon completion of four year term.
- **(Acting) Department Chairperson on a semester by semester basis and not an annual contract: \$5,000** flat stipend per term (fall or spring terms), **\$3,000** flat stipend per term (summer term)
- **(Acting) Department Chairperson serving in an interim basis with an annual contract: \$8,500** flat stipend per term (fall and spring terms), **\$5,000** flat stipend per term (summer term)
- **Director of significantly large cross-college academic or significantly large special program** (e.g., MB2, ESS, Actuarial Science): **\$6,250** flat stipend per term (fall and spring terms), **\$2,500** flat stipend per term (summer term), for a total of **\$15,000** (must work as director during summer).

- **Director of large academic or special program** (e.g., interdisciplinary programs; core curriculum): **\$4,250** flat stipend per term (fall and spring terms), **\$2,500** flat stipend per term (summer term), for a total of **\$11,000** (must work as director during summer).
- **Graduate Program Directors: \$3,500** flat stipend (must work as Graduate Program Director during summer)

TOTAL ADDITIONAL COMPENSATION EARNED FROM TU PER FISCAL YEAR

- Please see TU Policy 02-03.11, [Towson University Policy on Institutional Base Salary for Full-Time Faculty](#) for information.

REASSIGNED TIME AND OFFLOAD TEACHING

- Faculty generating **eight (8)** or more course units in an academic year may be assigned up to **two (2)** off-load courses in an academic year as approved by the department chair and dean.
- Faculty generating **seven (7)** course units in an academic year may be assigned **one (1)** off-load courses in an academic year as approved by the department chair and dean.
- In extraordinary circumstances faculty generating **six (6)** course units in an academic year may be assigned **one (1)** off-load course in an academic year as approved the department chair, dean, and provost.

REIMBURSEMENT OF TRAVEL FOR DIRECT INSTRUCTION TO AND FROM TUNE

- Reimbursement will be made for only one round-trip to/from TUNE in a single day.
www.towson.edu/adminfinance/fiscalplanning/financialservices/Travel-MileageExpenses.asp
- Attach a screen shoot (pdf, jpeg, etc.) of an online map search for **both** the trip from your home to the main campus **and** one for your trip from the main campus to TUNE. Save these shots to a folder on your computer so you have them available to attach each time you request reimbursement. This is needed to verify the mileage for which you are reimbursement eligible. Just as with your regular department requests you are not eligible for the mileage from your home to campus if the main campus is considered your regular work location.
- Submit an online request for each trip you make to teach a class at TUNE or submit a form for multiple TUNE teaching days during the semester. Do not submit a form in advance for days not yet completed. Please consider any submitted paper requests that have not been reimbursed yet as invalid and resubmit the request online.

TUITION-ONLY & INTERNSHIP PAYMENTS FOR FULL-TIME & PART-TIME

INSTRUCTIONAL FACULTY *(in effect pending full review of faculty instructional workload)*

During fall and spring terms:

- **Full-time** instructional faculty may receive tuition-only payments for **graduate** tuition-only instruction **for only recognized master's thesis and/or dissertation courses**. However, full-time instructional faculty who receive this tuition-only payments for graduate tuition-only instruction may not claim this instruction in calculating course units for the faculty instructional workload report.
- **Part-time** instructional faculty may receive tuition-only payments for all **undergraduate** and for **graduate** tuition-only instruction.
- Both **full-time** and **part-time** instructional faculty may receive payments for supervising **undergraduates** participating in **internships for credit**. However, full-time instructional faculty who receive payments for supervising **undergraduates** participating in internships for credit may not claim this instruction in calculating course units for the faculty instructional workload report.

During minimester and summer terms:

- Both **full-time** and **part-time** instructional faculty may receive tuition-only payments for all **undergraduate** and for **graduate** tuition-only instruction.
- Both **full-time** and **part-time** instructional faculty may receive payments for supervising **undergraduates** participating in internships for credit.

SELF-SUPPORT AND GRANT INDIRECTS (IDC) DISTRIBUTIONS

- For *research grants generating IDC*:
5% to PI, 10% to department, 15% to college, 20% to Academic Affairs, 25% to OSPR, 25% to A & F
- For *TLN "profits"* (after contribution to A & F, and all program expenses paid):
72.5% to college, 27.5% to academic affairs [*this arrangement is being re-examined and may change beginning FY 2018-2019*]

FACULTY START-UP FUNDING

- Start-up funding for tenured/tenure-track faculty must be approved by the chair, dean, and provost. The total cost of faculty start-up funding is shared by the department (35.0%), the college (35.0%) and the provost's office (30.0%).

FACULTY SAPs, POSITIONS, AND SEARCHES

- Faculty positions must have an associated SAP and funding. Each college has an allotted number of faculty SAPs and deans may move SAPs across departments in their college. Faculty and staff SAPs and monies may be interchanged in exceptional situations.
- Searches for SAP faculty positions must have a SAP from either a vacant faculty SAP position or a faculty SAP that will become open if and when the searched position is to become filled. No temporary or placeholder SAPs will be used.
- Similar to staff SAP positions, SAP faculty positions may not be filled until all accrued vacation / holiday days for a given faculty SAP position have been paid out. Faculty and staff on 12-month appointments accrue vacation / holiday days.

VACANT POSITIONS

- Vacant regular faculty positions may be filled with either a temporary lecturer, visiting faculty person, or adjunct sections on a year by year (or semester by semester) basis.
- Vacant permanent lecturer positions remain vacant until filled, but if left vacant for an extended period these positions may be removed from the department and college by the provost.

VISITING FACULTY POSITIONS

- Per the ART policy, "Visiting faculty appointments are usually made for one academic year or less. Only in unusual circumstances shall a visiting appointment exceed a total of three years."
- Regular faculty positions that remain as visiting faculty positions for more than two (2) consecutive years may be removed from the department and college by the provost. This applies to the position(s) and not to the persons filling the position(s).

RELOCATION REIMBURSEMENT STIPENDS

A candidate hired into a tenured/tenure-track faculty position will receive a relocation reimbursement stipend based on the distance of the move. Please note this stipend is taxable.

- Move of up to 100 miles: **\$1,000**
- Move of 101 to 1,000 miles: **\$2,000**
- Move of 1,001 - 2,000 miles: **\$4,000**
- Move of 2,001 + miles: **\$6,000**

FACULTY SEARCH EXPENSES

- PBO will provide up to \$3,500 **for each faculty search** for a *tenured/tenure-track* or *permanent librarian* faculty position. A “failed search” constitutes a search for a faculty position, so funding for a new search following a failed search within the same fiscal year will not be provided by the PBO without approval from the provost.
- Funds may be used for overnight lodging, meals, transportation, and advertisements of these positions only.
- Overnight Lodging: Three (3) applicants for a tenured/tenure-track faculty position search may be brought to campus unless approved by the Provost.
- The PBO will only pay for one (1) visit per applicants for a tenured/tenure-track faculty position unless approved by the Provost.
- The PBO will fund up to two (2) days of stay for each applicant for a tenured/tenure-track faculty position unless approved by the Provost.
- Meals: Reimbursements are limited to the applicant for a tenured/tenure-track faculty and two (2) other faculty persons.
- Reimbursement rates for off campus meals (as per state defined rates) are limited to: **Breakfast** - \$14 per person; **Lunch** - \$18 per person; **Dinner** - \$35 per person.
Please note that as of fall 2016, total charges exceeding the eligible per diem reimbursement amounts will be charged to the responsible department’s non-personnel/ operating budget.
- Transportation: Expenses for mileage to and from a/the airport, train station, etc. for each applicant for a tenured/tenure-track faculty position are reimbursable from the PBO.
- Advertisements: The PBO will pay for and/or reimburse a department up to a combined maximum of \$500 per search for a tenured/tenure-track faculty position for position advertising expenses.
- However, the PBO covers costs of advertisements in the Chronicle of Higher Education, Inside Higher Education, and HERC for advertisements of tenured/tenure-track faculty positions.