

## **GUIDELINES FROM THE PROVOST'S BUDGET OFFICE (revised 6-16-2025)**

### **SCHEDULE OF PAYMENTS FOR INSTRUCTION (effective for Fall 2024)**

#### **Fall/Spring**

- **Adjuncts I - \$1,498** per credit hour for fall and/or spring term (**\$4,495** for 3 credit hour crs)
- **Adjuncts II - \$1,649** per credit hour for fall and/or spring term (**\$4,944** for 3 credit hour crs)
- **Adjuncts III - \$1,813** per credit hour for fall and/or spring term (**\$5,438** for 3 credit hour crs)

#### **Offloads - Regular faculty/Clinical/Visiting/Teaching Professors**

- **with less than 3 years of Service-\$1,498** per credit hour for fall and/or spring term (**\$4,495** for 3 credit hour crs).
- **with 3 to 5 years of Service-\$1,649** per credit hour for fall and/or spring term (**\$4,944** for 3 credit hour crs).
- **with 6 years or greater of Service-\$1,813** per credit hour for fall and/or spring term (**\$5,438** for 3 credit hour crs)

#### **Minimester (all instructors)**

- \$1,333 per credit hour for off-load instruction in minimester term (all instructors)

#### **Summer (all instructors)**

- \$1,600 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

**Note:** Printable Summer and Minimester contracts in FACs for contracts prior to Summer 2021 do not have the correct pay scale. If you need a copy of a contract for either one prior to Summer 2021, please contact the Provost Budget Office, PBO@towson.edu.

### **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)
- Assistant teaching professors **promoted to associate teaching professors** receive a **\$2,000** increase to base salary beginning the ensuing academic year.
- Associate teaching professors **promoted to teaching professors** receive a **\$4,000** increase to base salary beginning the ensuing academic year.
- Full-time contingent teaching professors who serve six consecutive years as a full-time contingent teaching professor 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](http://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 three year term: \$23,000** flat stipend per year (July 1 - June 30)
- **(Acting) Department Chairperson on a semester by semester basis and not an annual contract:\$9,000 flat stipend per 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: \$5,340** flat stipend (must work as Graduate Program Director during summer).
- **Adjunct Faculty and University Level Service** – Adjunct faculty who attend meetings of the Academic Senate in their role as an elected adjunct faculty representative or as an appointed or elected college representative to the Provost's Adjunct Faculty Advisory Board will be compensated \$50 per meeting. Payment will be processed at the end of each academic semester based on attendance at the schedule meetings.

### **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](http://www.towson.edu/adminfinance/fiscalplanning/financialservices/Travel-MileageExpenses.asp)
- Attach a screen shot (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.

### **PER STUDENT & INTERNSHIP PAYMENTS FOR FULL-TIME & PART-TIME**

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

During fall and spring terms: Effective Fall 2020

- Both **full-time** and **part-time** instructional faculty may receive compensation for all **undergraduate** and **graduate** direct readings/independent studies/master thesis and other courses approved by the dean for per student payment. Maximum pay \$800 per semester.
- Both **full-time** and **part-time** instructional faculty may receive compensation for **undergraduate internships for credit**.
- 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 per student payments for all **undergraduate** and **graduate** per student instruction.
- Both **full-time** and **part-time** instructional faculty may receive payments for supervising **undergraduates** participating in internships for credit.

## **SELF-SUPPORT AND GRANTS INDIRECTS (IDC) DISTRIBUTIONS**

- For *research grants generating IDC*:  
5% to PI, 10% to department, 15% to college, 19% to Academic Affairs, 25% to OSPR, 25% to A&F, 1% Library
- For ~~TLN "profits"~~ (after contribution to A & F, and all program expenses paid):  
72.5% to college, 27.5% to academic affairs

## **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 (33.33%), the college (33.33%) and the provost's office (33.33%). The Office of the Provost will fund equipment up to a third of the total.

## **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 teaching professor, visiting faculty person, or adjunct sections on a year by year (or semester by semester) basis.
- Vacant permanent teaching professor 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. To request a moving reimbursement request, the newly appointed faculty (tenured/tenure-track faculty ONLY) can submit a request one week prior to their official start date. The newly appointed faculty should send an email to pbo@towson.edu and include their TU ID number, department name, college, a map using BingMaps website showing distance from current residence to new residence (addresses MUST be included) and if the department has offered additional compensation for moving, a copy of the letter indicating this offer. Please note this stipend is taxable and must be submitted within one (1) year of original start date.

- 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**

- 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. The PBO currently has a direct bill agreement with the Sheraton Baltimore North. When the department contacts the Sheraton for a faculty search, they will indicate 16810 as the "Department Code". If this search is not related to a faculty search, the department should give their own department number as the "Department Code". If the Sheraton is sold out, the candidate must make their own reservations, pay for all overnight expenses and be reimbursed through the Candidate Reimbursement form sent by the department. Detailed instructions are on the Candidate Overnight Lodging Form.
- **Meals:** Reimbursements are limited to the applicant for a tenured/tenure-track faculty and two (2) other faculty persons.
- **Faculty Search Meal Reimbursement rates** 3 people max (candidate, 2 faculty members, no exceptions). Breakfast - \$15 per person (\$45 maximum, 3 people), Lunch - \$20 per person (\$60 maximum, 3 people), Dinner - \$35 per person (\$105 maximum, 3 people). ***Please note that 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 provide funding up to \$3,500 (includes \$500 for additional advertising) for each faculty search for a tenured/tenure-track or permanent librarian faculty position only. PBO will not provide funding for a new search following a failed search within the same fiscal year. PBO will reimburse your department a maximum of \$500 per search for advertising expenses for tenured/tenure-track and librarian positions. To request reimbursement, submit a journal entry to the Stratus Financials team. Please refer to the "Journals" section of the Stratus training page for assistance or contact Stratus Financials Team at stratusfinancialsteam@towson.edu. Please use 1012-16810-604014 as the budget code for the journal entry.
- PBO covers the cost of the initial online advertisement in the Chronicle of Higher Education for tenured/tenure-track and permanent librarian faculty positions. PBO will also cover the initial cost of posting to online websites; Inside Higher Education and HERC for all faculty positions (excluding adjunct positions).

## **FACULTY RESIGNATION**

- Due to State and IRS regulations, faculty resignations during the summer will be retroactive to the end of the Spring semester, which is the Friday after Spring commencement. Health benefits will end May 31st. Faculty will have the option to continue health coverage under COBRA.

## **FAILED FACULTY SEARCH**

- In the event that your department experiences a failed faculty search, we ask that you please email PBO at pbo@towson.edu, Cynthia Cooper at ccooper@towson.edu and LaVern Chapman at (lchapman@towson.edu) to notify us that the search is failed. Please include the search number within your email.
- You will need to close the search in Taleo. For assistance with Taleo, please contact Millie McMillan at mmcmillan@towson.edu, Natasha Zhalkovsky (nzhalovsky@towson.edu) and Cynthia Caravello (ccaravello@towson.edu).