

PREFACE

The purpose of this *Handbook* is to provide all members of the Bowie State University Faculty with knowledge of the policies, regulations, practices, and expectations which prevail at the University. The various provisions of this *Handbook* are subject to revision from time to time by the Board of Regents, administration, and faculty on their own initiative or in response to changes in State and Federal legislation. As a publication of general reference, however, and because it presents material in summary form, the *Handbook* is not intended as an exhaustive source of University information.

The provisions of this *Handbook* derive their authority from various sources; they are primarily statements by the administration of customary practice, administrative organization, or explicit policy established at the University, often after consultation with the faculty. The committees of the faculty and the academic requirements of the University are recommended by the faculty. Fringe benefit provisions and the conditions of employment are derived from actions taken by the Board of Regents and the administration. Provisions of the *Handbook*, whether derived from Regent approval, faculty recommendation, or administrative or Regent action, are subject to modification or revocation by the appropriate authority following proper procedures. Such change is not necessarily retroactive.

Every reasonable effort has been made to ensure that *Handbook* information is accurate at the time of publication. University policies and statements, however, are subject to change, as are various State and Federal laws referenced in the *Handbook*. Accordingly, actual University policies, statements, and/or applicable local, State, and Federal laws take precedence over the contents of the *Handbook*, and faculty members should consult their respective department chairs, coordinators, deans, or vice-presidents (or make other appropriate inquiry) regarding the status of any *Handbook* information on which they rely. It is anticipated that the *Handbook* will be revised and updated periodically.

THE POLICIES, RULES, AND DOCUMENTS REPRODUCED OR SUMMARIZED IN THE *FACULTY HANDBOOK* REPRESENT THE BEST EFFORTS OF THE EDITORS AT ACCURACY. NEVERTHELESS, ERRORS MAY HAVE OCCURRED, AND IN ALL INSTANCES READERS ARE REFERRED TO THE OFFICIAL DOCUMENTS AS PROMULGATED (AND ANY OFFICIAL AMENDMENT THERETO). SHOULD DIFFERENCES EXIST, THE OFFICIAL DOCUMENTS SHALL BE THE CONTROLLING AUTHORITY THE UNIVERSITY PERIODICALLY DEVELOPS NEW OR AMENDS EXISTING POLICIES, REGULATIONS, AND PROCEDURES. FACULTY MEMBERS AND/OR READERS ARE SUBJECT TO ALL CURRENT OFFICIAL UNIVERSITY POLICIES, PROCEDURES, AND REGULATIONS. THIS PUBLICATION SUPERSEDES ALL PRIOR FACULTY HANDBOOKS. THE *HANDBOOK* DOES NOT CREATE CONTRACTUAL RIGHTS BETWEEN THE UNIVERSITY AND ANY FACULTY MEMBER.

BSU Faculty contracts incorporate and reference provisions in paragraphs I.C.1 through I.C.15 of the BOR *Policy on Appointment, Rank, and Tenure*. At the time of the initial appointment, each new faculty member shall be furnished the provisions in paragraphs I.C.1 through I.C.15 of this policy.



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HISTORY

Bowie State University is an outgrowth of the first school opened in Baltimore, Maryland, on January 9, 1865, by the Baltimore Association for the Moral and Educational Improvement of Colored People, which was organized on November 28, 1864, to engage in its self-appointed mission on a statewide basis. The first normal school classes sponsored by the Baltimore Association were held in the African Baptist Church, located on the corner of Calvert and Saratoga streets. In 1868, with the aid of a grant from the Freedmen's Bureau, the Baltimore Association purchased from the Society of Friends a building at Courtland and Saratoga streets for the relocation of its normal school until 1883, when it was reorganized solely as a normal school to train Negro teachers.

The Baltimore Normal School had received occasional financial support from the city of Baltimore since 1870 and from the State since 1872. In 1871, it received a legacy from the Nelson Wells Fund. This fund, established before Wells' death in February 1843, provided for the education of freed Negro children in the State of Maryland. On April 8, 1908, at the request of the Baltimore Normal School, which desired permanent status and funding as an institution for the education of Negro teachers, the State Legislature authorized its Board of Education to assume control of the school. The same law re-designated the institution as Normal School No. 3. Subsequently, it was relocated on a 187-acre tract in Prince George's County, and by 1914 it was known as the Maryland Normal and Industrial School at Bowie. A two-year professional curriculum in teacher education, which started in 1925, was expanded to a three-year program. In 1935, a four-year program for the training of elementary school teachers began, and the school was renamed Maryland State Teachers College at Bowie. In 1951, with the approval of the State Board of Education, its governing body, Bowie State expanded its program to train teachers for junior high schools. Ten years later, permission was granted to institute a teacher-training program for secondary education. In 1963, a liberal arts program was started and the name was changed to Bowie State College.

In 1970, Bowie State College was authorized, to grant its first graduate degree, the Master of Education. A significant milestone in the development of graduate studies at Bowie State College was achieved with the Board of Trustees' approval of the establishment of the Adler Dreikurs Institute of Human Relations in 1975. Currently, the University offers 19 undergraduate and 19 graduate degree programs, including the Bachelor's in Technology, Master of Arts in Teaching, Master of Arts in English, Master of Business Administration (MBA), and the doctorate in Educational Leadership.

On July 1, 1988, Bowie State College officially became Bowie State University, a change reflecting significant growth in the Institution's programs, enrollment, and service to the area. On that same day, the University also became one of 11 constituent institutions of the newly-formed University System of Maryland.

In Fall 1993, Bowie State University took a distinctive step into the international market by becoming the first historically black university in the nation to expand its satellite and continuing education programs overseas. In partnership with the University of Maryland University College, Bowie State now offers graduate programs in Management Information Systems and Administrative Management to military personnel stationed in Europe and Asia.

In Spring 1994, the Maryland Higher Education Commission approved a new mission for Bowie State University, reaffirming its heritage and special commitment to the African American community and identifying a special focus on computer and technology applications, as well as an enhanced role as a teaching institution. Bowie State University now serves a student population of approximately 5,000. Its Students are technologically sophisticated, culturally diverse, and internationally sensitive.

Bowie State University, in 1995, won an 11-year, **\$27 million award** from the National Aeronautics and Space Administration/National Science Foundation to become one of only six national **Model Institutions for Excellence** in science, engineering, and mathematics. This award significantly strengthened the Institution's academic infrastructure and enhanced an already excellent computer science and technology program that ranks first in the nation in graduating African American students with master's degrees.

The year 1996 also was a stellar one for the University: the University established its Institute for Diversity and Multicultural Affairs (IDMA) and the schools of Education and Professional Studies, Arts and Sciences, and Graduate Studies and Research. In 1998, the IDMA launched a new initiative, supported by a \$1.9 million award from the Kellogg Foundation, which is an important effort to facilitate access to higher education for an increasingly diverse population across South-Central Maryland, especially in Anne Arundel, Montgomery, and Prince George's counties. In 1998, Bowie State also successfully earned reaffirmation of its NCATE and NLN accreditations.

In the new millennium the University continued to achieve major milestones. The new state-of-the-art Center for Learning and Technology, a \$21M high-tech building, was completed; ground was broken for a new science building; the University earned reaffirmation of its Middle States Association accreditation; a new entrance to the campus was completed; the University won a \$1.6M grant for technology training from the U.S. Department of Labor; the University System of Maryland Board of Regents and Maryland Higher Education Commission approved revisions to the University's Mission Statement and authorized the University to offer an applied Doctorate in Educational Leadership and to explore an applied doctorate in information technology and computer science.

Bowie State University has positioned itself for the challenges of the 21st Century by continuing to build systems of academic and institutional excellence.

1.2 BOWIE STATE UNIVERSITY MISSION AND PURPOSE

1.2.1 INSTITUTIONAL IDENTITY

Established in 1865, Bowie State University is the oldest Historically Black Institution of higher learning in Maryland *and* one of the oldest in the nation. The University evolved from a normal school into a comprehensive university that offers a wide array of undergraduate, graduate, and professional programs. Currently, Bowie State University serves a diverse student population, providing educational opportunities which enable students to function in a highly technological and interdependent world. The University continues to honor its heritage of providing access to higher education for under-represented populations, with a commitment to African Americans. The University remains a leader in the graduation of African Americans in teacher education and technological fields.

Bowie State University is emerging as one of the leaders in Maryland in the infusion of technology into the curriculum while maintaining its role as an institution grounded in the liberal arts. The University is committed to high-quality education that fosters learning and enhances skill acquisition and knowledge discovery based on proven pedagogies and an up-to-date curriculum for students at all levels. The University offers a comprehensive set of undergraduate programs that include the arts and humanities, business and management, teacher education, science and technology, and health and human services.

At the post-baccalaureate level, program offerings include the social sciences, information science and technology, education, and other areas within the University's strengths. Students are able to pursue certificate programs in such disciplines as computer science, counseling psychology, management information systems, organizational communications, and applied and computational mathematics as well as master's degrees in business, computer science, counseling, education, English, mathematics, and nursing. The University also offers a doctoral program in educational leadership and is exploring other doctoral programs in computer science, information technology, and teaching.

The University is aggressively collaborating with its sister institutions and other agencies to address student retention issues (Coppin State College; Morgan State University; University of Maryland, Eastern Shore; University of the District of Columbia; and the Maryland Higher Education Commission); increase student internships and provide research opportunities for faculty and students (Towson University; National Aeronautics and Space Administration; Naval Research Laboratory; University of Maryland, Baltimore; Howard University; and Boston University); increase the number of computer technologists (University of Maryland, College Park; Morgan State University; Johns Hopkins University; University of Maryland, Baltimore County; and Allied Signal Corporation); enhance the quality of the police force (Prince George's County Police Academy); and enhance the quality of teaching in the county and State through Professional Development Schools, induction programs, and critical issues workshops (Prince George's County Schools; University of Maryland College, Park, Towson University; and Prince George's Community College).

The University is committed to recruiting and retaining a student body who demonstrate leadership qualities, academic potential, and the motivation to learn. Bowie State University values graduate

and professional education and offers an array of post-baccalaureate programs for a global audience of adult learners through traditional and alternative means.

Bowie State University's faculty consists of a diverse group of dedicated professionals who are committed to implementing the mission of the University. The core faculty, complemented by qualified adjunct and supported by a (skilled) staff, is committed to excellence in teaching, scholarship/research, and service.

1.2.2 INSTITUTIONAL CAPABILITIES

Bowie State University, a regional comprehensive institution, is positioned geographically to provide high-quality educational services to a cultural diverse student population. Its primary service areas include all of Maryland and the District of Columbia. Other target areas include the Mid-Atlantic Region (from New Jersey to Virginia) and international communities such as Germany and Africa. Bowie State's solid academic programs are comprehensive and current. The programs are designed to prepare students for immediate employment or graduate and professional studies (i.e., pharmacology, computer and information sciences, nursing, law, business, and education). The University's state-of-the-art information infrastructure, facilities, research laboratories, and technology-enabled interactive classrooms provide businesses and government with excellent opportunities, for new partnerships and collaborative projects of mutual benefit.

Bowie State University is one of only six institutions in the nation designated by NASA and the National Science Foundation as Model Institutions for Excellence, mandated to provide high-quality education and research in science, engineering and mathematics. The Bowie State Satellite Control Center is sponsored jointly by NASA and Honeywell Corporation and serves as a live laboratory for education, training, and research in satellite operations and student-controlled NASA-related missions. The University's Institute for Diversity and Multicultural Affairs, its Center for Alcohol, Tobacco, and Other Drugs, and its Institute for Development and Entrepreneurship Advancement are some of the organizations that leverage student talent and faculty expertise in research and service programs in collaboration with non-profit organizations, state and federal governments, and industry. Bowie State is also home for The Maryland Center, which provides technical assistance for counties receiving funds from the tobacco settlement, and the Bowie Community Network Telecommuting Center, which responds to the challenge of today's fast-paced workplace requirements while allowing employees to work much closer to home on a scheduled basis.

Historically, Bowie State University has produced highly qualified teachers who have helped to shape public education. The University's strategic plan includes recapturing its prominence in teacher education.

The faculty applies its expertise and training in support and leadership of many projects in community service, research and increasingly in extramurally funded research and development projects with government agencies and the private sector. Bowie State students complement their academics by engaging in cooperative and internship experiences in industry and government.

CARNEGIE CLASSIFICATION: Master's (Comprehensive) Colleges and Universities I (MA I)

1.2.3 INSTITUTIONAL OBJECTIVES AND OUTCOMES

In support of the *2000 Maryland State Plan for Postsecondary Education*, the University System of Maryland's strategic plan, and in response to constituent needs, market demand, and emerging challenges, Bowie State University will:

1. ***provide high-quality academic programs and support services*** by:
 - increasing the number of accredited academic programs;
 - aligning standards and best practices in each academic discipline;
 - enhancing the menu of program offerings to respond to the educational needs of the University's constituents;
 - increasing the faculty's engagement in research and expanding the faculty-student collaborative research activities throughout the undergraduate curriculum;
 - fostering collaboration between the Divisions of Academic Affairs and Student Affairs to enhance student personal development and social consciousness;
 - integrating learning communities, service learning, community service, and internship experiences throughout the undergraduate curriculum and out-of-class experiences;
 - engaging students in the active-learning process; and
 - attracting and retaining the finest faculty who are committed to educational excellence through teaching, research/scholarship, and service.

2. ***improve student access, retention, and graduation rates*** by:
 - increasing student financial support from fund-raising and discipline-based grants and contracts;
 - enhancing recruitment strategies and improving communication at the departmental level with area school systems and community colleges;
 - expanding outreach programs to targeted high schools and middle schools;
 - expanding recruitment efforts, in and out of state, to reach a more, diverse mix of students;
 - enhancing the array and relevance of academic and professional programs responsive to societal needs and market trends;
 - expanding student and academic support programs that provide tutoring and counseling services through early intervention and course-based risk assessment; and
 - expanding opportunities for students to participate in research and other types of fellowship, internship, or cooperative education assignments on and off campus.

3. ***enhance teacher education*** by:
 - establishing a School of Education that will attend to the instructional and research requirements of high-quality programs in teacher education and support a laboratory school for grades 6-12;
 - ensuring that the education curriculum has rigorous mathematics, science, and technology content;
 - conducting workshops for Bowie State faculty and public school teachers to review, assess, and modify the teaching curriculum;
 - developing an outreach program for targeted middle schools to promote teaching as a viable career for minority students;

- continuing to offer teaching certification programs in area counties, with an emphasis on the current reforms in the State; and
 - implementing a co-admission articulation agreement for students in area community colleges who plan to major in education.
4. ***promote Maryland's economic development*** by:
- addressing workforce needs in information technology, teaching, and health care by engaging experts from the community in assisting departments to develop and offer programs that meet the needs of the State and the region;
 - expanding the role of the School of Graduate Studies and Continuing Education, in collaboration with the academic departments, to develop undergraduate and graduate certificates in technology and information systems as well as professional programs that directly respond to market needs and trends;
 - developing additional linkages to government and industry through the Office of Institutional Advancement; and
 - promoting and leveraging the University's infrastructure, facilities and centers for new collaborative projects with industry and government.
5. ***enhance the accessibility to and management of information technology and resources*** by:
- developing a campus information technology strategic plan;
 - establishing and maintaining a state-of-the-art information infrastructure to support mission-critical operations;
 - introducing Web-centric information management and transaction services;
 - ensuring that all instructional facilities are adequately equipped with the appropriate technology for teaching and learning;
 - infusing technology in all aspects of teaching, learning, and administration;
 - making technology training a priority in the faculty and staff development program;
 - providing students with convenient access to information and on-line library resources at anytime and from anywhere; and
 - expanding the offering of courses/programs via interactive video and the Web.
6. ***promote effective and efficient use of institutional resources*** by:
- developing and implementing a re-engineering plan for operational activities of the University in order to eliminate duplication and streamline activities and tasks;
 - unifying institutional tasks into coherent business processes to ensure the effective and efficient use of resources; and
 - incorporating assessment and accountability measures that will facilitate effective reallocation of financial and human resources.
7. ***increase corporate contributions and alumni annual giving*** by:
- developing a comprehensive marketing plan that highlights the strengths and opportunities of the University;
 - utilizing the Office of Institutional Advancement to increase giving/contributions to the University from the private sector;
 - utilizing the Capital Campaign as a vehicle to raise funds for student scholarships;
 - engaging the alumni in strategic planning and in marketing; and

- building new relationships with corporations and non-profit organizations.
8. *enhance the University's image globally* by:
- ensuring efficient utilization of resources and effective delivery of services;
 - fully understanding and attending to student needs;
 - ensuring a positive work climate that promotes high morale for all faculty and staff;
 - publicizing and showcasing successful programs and achievements of students and faculty; and
 - utilizing all media and opportunities to showcase the real value that Bowie State University offers to Maryland and the nation: its legacy, its progress, and its potential.

September 14, 2000

Approved by the President's Council
(with representation from the Faculty Council
Staff Council, and University Council)

1.3 STATE ORGANIZATION AND GOVERNANCE

1.3.1 Structure Of Public Higher Education in Maryland

Maryland public higher education is organized on the following levels: the University System of Maryland (USM) governed by its Board of Regents; the community colleges, governed by the State Board for Community Colleges; and St. Mary's College and Morgan State University, each with its own governing board. Bowie State University is one of the institutions governed by the Board of Regents of the University System of Maryland. The other ten public institutions in the USM are Coppin State College, Frostburg State University, Salisbury State University, Towson University, University of Baltimore, University of Maryland at Baltimore, University of Maryland Baltimore County, University of Maryland College Park, University of Maryland Eastern Shore, and University of Maryland University College. Other components governed by the Board of Regents include the Center for Environmental and Estuarine Studies, and the University of Maryland Biotechnology Institute. (See Appendix 1)

1.3.2 Maryland Higher Education Commission

The law reorganizing higher education in Maryland gave specific powers and responsibilities to the Maryland Higher Education Commission, which has twelve members. Eleven of the members of the Commission are appointed by the Governor with the advice and consent of the State Senate. The twelfth seat is occupied by the Chair of the Student Advisory Council of the Commission, who serves as a non-voting member. The Governor designates a Chair annually from among the Commission members. The Secretary of Higher Education is appointed by the Governor and serves on the Governor's Executive Council.

The Maryland Higher Education Commission is charged with the responsibility of advising the Governor and General Assembly on statewide higher education policy; with conducting statewide planning for higher education; with coordinating and arbitrating among the various segments of higher education in the State; with reviewing, negotiating as necessary, and granting final approval of mission statements for each public institution of higher education; with assessing the adequacy of operating and capital funding for public higher education and establishing operating funding

guidelines based on comparisons with peer institutions, and on other relevant criteria; with establishing and maintaining a higher education information system for planning, coordination, and evaluation purposes; and with administering statewide programs of student financial assistance for higher education. These general responsibilities encompass more specific tasks, such as the right of final approval for proposed academic programs at public institutions. For detailed information, see Title 11 of the Education Article of the Annotated Code of Maryland.

1.3.3 Maryland Higher Education Commission Faculty Advisory Council

A Faculty Advisory Council representing the faculties of higher education institutions coordinated by the Maryland Higher Education Commission (MHEC) considers issues directed to it by the Secretary of Higher Education and the Commission and may submit reports to the Commission. The University's faculty elects one nominee for appointment to the Council.

1.3.4 University System of Maryland Board of Regents

The Board of Regents of the University System of Maryland is vested with the governing authority over the University System of Maryland. The Board consists of 17 members. Sixteen members are appointed by the Governor, with the consent, of the Maryland Senate; 15 of them have five-year terms; one student of the University System of Maryland is appointed for a one-year term. The Secretary of Agriculture is a member ex-officio. The Board annually selects a Chair from its membership. Senate Bill 459 specifies that governing boards of public senior higher education institutions will set educational policy and adopt mission statements; will establish goals consistent with the roles and missions approved for the institutions; will select presidents; will establish guidelines for admission standards consistent with the roles and missions approved for the institutions; will set guidelines for tuition and mandatory fees; will evaluate and approve short-range and long-range plans; and will evaluate and approve institutional budget submissions. For detailed information, see *Titles 12 and 13 of the Education Article of the Annotated Code of Maryland*. A diagram of the University System of Maryland and a University System of Maryland Governance organization chart is Appendix 1.0.

1.3.5 University System of Maryland Chancellor

The Chancellor, appointed by the Board of Regents, is the Chief Executive Officer of the University System of Maryland and the Chief of Staff for the Board of Regents. The Chancellor advises the Board of Regents on system-wide policy; conducts system-wide planning; coordinates and arbitrates among the institutions and centers of the University; assists the institutions in achieving performance goals in accordance with their adopted performance accountability plan; provides technical assistance to institutions and centers, such as legal and financial services; performs the duties assigned by the Board; and sees that the policies of the Board are carried out. The Chancellor and the administrative staff serve as coordinators and planners for the System.

1.3.6 Council of University System Presidents

The State mandated the Board of Regents to establish a Council of University System Presidents that "shall serve in an advisory capacity to the Chancellor" and that "may from time to time make reports and recommendations to the Board." Such a Council provides a mechanism for the consideration of matters of common concern to the institutions; and other units in the System in

particular or to higher education in general, and provides a formal vehicle for the expression of positions of the Presidents and other unit heads collectively on such concerns.

1.3.7 AAAC Council

The Academic Affairs Advisory Council (AAAC) was created in 1988 and charged to serve in an advisory capacity to the Chancellor's Council, ensuring that the Chancellor's Council receives the best advice of institutional academic administrators and faculty on inter-institutional and extra-System issues related to faculty affairs, graduate and undergraduate programs, and research; to encourage consultation among the USM institutions on System-wide academic and research issues; and to enable each institution to participate in the consideration of System-wide academic issues that may have impact on its particular mission. Chaired by the Vice Chancellor for Academic Affairs, the Council comprises the chief academic officers, or equivalent, of all thirteen USM institutions. AAAC meets monthly.

1.3.8 Council of the University System Faculty

The Council of the University System Faculty, consisting of 32 faculty, advises the Chancellor and reports regularly to the Board of Regents. Its responsibility is to consider and make recommendations on matters of system-wide professional and educational concern to the faculty and matters to which faculty bring special expertise. BSU has two faculty representatives on the Council, elected by the faculty.

1.4 BOWIE STATIC UNIVERSITY ADMINISTRATION

The Administration of the University includes the President and the President's Executive Staff. The University is composed of four administrative divisions: Academic Affairs, Administration, Finance, and Institutional Advancement. Each administrative division is managed by a vice president whose duties and responsibilities include planning (program and budget), developing, organizing, monitoring, and evaluating the activities and performance within his/her division.

1.4.1 OFFICE OF THE PRESIDENT

The President is the Chief Executive Officer of the University. Reporting directly to the President are the Chief of Staff, Director of Institutional Research, Equal Employment Opportunity Officer, Assistant to the President for Government Affairs, Director of University Relations and Marketing, and the Internal Auditor.[Appendix 2]

1.4.1.1 The President

The President is appointed by the Board of Regents in consultation with the Chancellor. The President is responsible and accountable to the Board of Regents for the discipline and successful conduct of the institution and each of its departments. Consistent with *Subtitle 3 of Title 11 of the Education Article, Maryland Annotated Code*, the president of each constituent institution shall: (1) serve as the chief executive officer of the institution; (2) be responsible and accountable to the board for the discipline and successful conduct of the institution and supervision of each of its departments; and (3) take every initiative in: (I) implementing the policies of the Board and the constituent institution; and (II) promoting the institution's development and efficiency. Subject to

the authority and applicable regulations and policies of the Board of Regents, each president shall: (1) develop a plan of institutional mission, goals, priorities, and a set of peer institutions in accordance with *Subtitle 3 of Title II of the Education Article*; (2) have the authority to develop new academic programs and curtail or eliminate existing programs; (3) formulate operating and capital budget requests; (4) appoint, promote, fix salaries, grant tenure, assign duties, and terminate personnel; (5) subject to certain limitations, have authority to create any position within existing funds available to the University, to the extent the cost of the position, including the cost of any fringe benefits, is funded from existing funds; (6) establish admissions standards; (7) set tuition and fees; (8) administer financial aid; (9) enter into contracts and cooperative agreements; (10) have the authority to accept gifts and grants and maintain and manage endowment income; (11) have the authority to recommend change in the name or status of the institution; (12) regulate and administer athletic and student activities; (13) in compliance with State, federal, and Board, mandates and policies, oversee affirmative action and equal employment opportunities; (14) establish organizations for the administration of campus alumni affairs; (15) be responsible for all academic matters; (16) have the authority to establish an institutional board to: (I) provide advice to the president; (II) assist in community relations; (III) assist in institutional development; or (IV) provide any other assistance requested by the president; (17) establish traffic regulations for the campus; and (18) perform any other duties assigned by the Board.

From time to time, the President may authorize the creation of committees to meet specific needs of the University, and the President may call special meetings of any constituent group, according to his/her judgment, to meet specific administrative needs of the University.

1.4.1.2 Chief of Staff

The Chief of Staff provides administrative support to the President. He/she integrates and coordinates the work of the President's staff; serves as a communicating agent between the President and the vice presidents and is a member of the President's Cabinet. He/she also coordinates the planning activities, assignments, and projects in compliance with institutional and USM policies and procedures and institutional effectiveness criteria of MHEC and Middle States Association of Colleges and Schools; manages, directs, coordinates, and monitors daily activities requiring the review and/or response of the President; works closely with members of the USM chancellor's staff, University administrators, faculty, staff, students, and government officials; and acts for and represents the President at meetings, conferences, and like activities.

1.4.1.3 Director of Institutional Research

The Director of Institutional Research is responsible, in consultation with the Office of the President and/or the Office of the Provost, as appropriate, for the development, implementation, and management of comprehensive institutional assessments, inclusive of assessments on students, employees, customers, stakeholders, and administrative programs and departments. Additionally, he/she coordinates, implements, and reports on assessments; plans, conducts, and prepares reports on major research, planning, and development related to academic and non-academic operations of the University; prepares data and information reports related to assessment and planning issues, and supervises and directs staff and committee activities related to institutional assessment and planning issues.

1.4.1.4 Special Assistant to the President for Legislative Affairs

The Special Assistant to the President for Legislative Affairs serves as the principal channel of communication between the Legislature and Bowie State University. Specifically, he/she maintains a systematic contact and rapport with legislative officials; attends hearings in Annapolis; writes and reviews testimony and statements for use in Congressional hearings; monitors electronic and print media, special reports, studies, and other informational sources to keep the University informed; informs the University President, Vice Presidents, Deans, and other staff, as appropriate, about legislative issues and developments; obtains up-to-date knowledge about legislation and regulatory issues of importance to the University; participates in the policy-making process of the University, and advises on Institutional priorities.

1.4.1.5 Equal Employment Opportunity Officer

The Equal Employment Officer, in collaboration with the Director of Human Resources and the Office of the President, develops and facilitates communications within the campus community; investigates and reviews complaints of discrimination; prepares statistical reports and projects; develops and implements workshops and seminars; serves as a liaison; prepares position statements, reports, and responses; serves as the University's representative in fact-finding conferences, mediation, and other administrative proceedings; collects and analyzes relevant data; prepares and updates the BSU Affirmative Action Plan, and interprets and communicates federal and state laws and regulations.

1.4.1.6 Director of University Relations and Marketing

Working closely with the Vice President for Institutional Advancement, the Director of University Relations and Marketing has the responsibility of managing public relations, marketing, and special communications programs in support of the University's goals and objectives, assists the Vice President for Institutional Advancement in fundraising activities, and maintains a quota for fundraising activities. In his/her Public Relations role, he/she promotes a positive image and attitudes regarding the University among its various publics and monitors local, national and international trends for impact on the University. The Director also coordinates and manages a proactive program that strengthens and expands the relations between the University and its various publics; serves as the initial point of contact with the media for the University and serves as an official University spokesperson in matters that pertain to public comments on institutional issues, activities, and responses.

1.4.1.7 Internal Auditor

The Internal Auditor provides direction for a broad, comprehensive examination and evaluation of the adequacy and effectiveness of the University's systems of management control and coordinates institutional responses to external audits and management reports, as appropriate.

1.4.2 DIVISION OF ACADEMIC AFFAIRS

The Division of Academic Affairs is charged with the duties and responsibilities for coordinating: the instructional program; ancillary academic services; the conduct of scholarly research; and the performance of professional educational services to support the community. The Division of

Academic Affairs also is charged with integrating the duties and responsibilities of the Division of Student Affairs with those of the Division of Academic Affairs; and coordinating out-of-class experiences and services with in-class experiences and teaching and learning. The Division of Academic Affairs is composed of the: School of Arts and Sciences, School of Education, School Professional Studies, School of Graduate Studies and Continuing Education, Honors College, the Thurgood Marshall Library, Office of Media Operations, Office of Enrollment Management, Office of Institutional Research, Model Institutions for Excellence, and the Center for Excellence in Teaching and Learning.

1.4.2.1 Provost

The Provost provides leadership for program and budget planning, operations monitoring and management, and performance evaluation.

The Provost occupies the second highest administrative position at the University in terms of overall management responsibility and authority. The Provost serves as the Chief Operating Officer; is delegated the responsibility for the day-to-day operations of the University; next to the President, serves as the Chief Academic Officer; and coordinates and supervises the academic programs of the University. This executive officer is responsible to the President and serves as the official communicating agent between the President, the Deans, and Department Chairs and the faculty on matters pertaining to academic programs and policies. The Provost is the President's deputy in all matters related to the operation of the University and acts in the President's stead in his/her absence. The Provost is a key participant in all major University policy bodies and is responsible for working with diverse constituencies in the establishment and implementation of educational policy, academic programming, planning and curricular development, academic program review, institutional and faculty development, student educational services, resource allocation, and personnel policy and decisions pertaining to faculty and academic staff.

At his/her discretion, the Provost may call at least one meeting of the Faculty during the Fall and Spring Semesters during the academic year and call for emergency meetings to address faculty matters.

1.4.2.2 Deputy Provost

The Deputy Provost provides assistance to the Provost in developing and enhancing the University's academic mission. The Deputy will manage special projects for the Provost, advise the Provost and work with other units in the division on issues related, to strategic and academic planning, faculty recruitment and development, shared governance and infrastructure, and perform other job related duties as assigned.

1.4.2.3 Special Assistant to Provost

A senior level faculty member (Associate or Full Professor) whose primary function is to assist in the daily administrative functions of the Office of Academic Affairs. The Special Assistant will respond to queries from state and federal agencies, campus academic administrative units as well as responding to the large volume of correspondence from students, faculty and other outside constituents who impact upon the Academic Affairs Office. The Special Assistant will also assume various tasks as directed by the Provost. The tenure of the position is at the pleasure of the Provost.

1.4.2.4 Associate Provost for Educational Affairs

The Associate Provost directs and facilitates the implementation of the variety of academic and administrative services to support the operations of the academic programs of the University. The Associate Provost serves as the provost's liaison with faculty, students, other University personnel, and external bodies seeking information and/or directions relative to academic programs, policies, procedures, and divisional activities; coordinates the development of annual Divisional Objectives to support the University's mission and goals and monitors the Division's response to these objectives; coordinates the development, implementation, and monitoring of all academic policies and procedures; advises the Provost on the status of the academic programs and personnel, educational goals, accreditation, and student outcomes assessment; coordinates the development and revision of Divisional documents, such as the *Faculty Handbook*; serves as the Provost's designee on the Academic Standards and Policies and Curriculum Committees; coordinates, under the direction of the Provost, the preparation of new program prospectuses and proposals in accord with MHEC and USM guidelines; assists the Provost in ensuring that the University is in compliance with USM BOR, and MHEC academic policies; and assists the Provost in responding to student complaints and inquiries which may involve policy interpretation. He/she serves as the Provost's chief advisor on all academic matters, on the President's Advisory Council, and on the Council of Deans.

1.4.2.5 Associate Vice President for Administration

The Associate Vice President for Administration coordinates and supervises the administrative functions of the University, including all business and operational affairs of the University, and provides an overall business atmosphere which sets as an example for all persons in the University Community the highest level of integrity and efficiency.

Some of his/her specific responsibilities including keeping the Provost fully advised on administrative matters; directing the Human Resources Division; overseeing the procurement of materials, contractual services, and facilities; directing the operation of auxiliary and service enterprises to maximum services in the most efficient manner; directing the operation, maintenance, and protection of the physical plant; supervising all new construction and renovation, including making recommendations to the Provost on construction; directing inventory and property control programs and assisting in the administration of an effective space utilization program; managing the office of Information Technology for business process re-engineering and system automation; serving, and preparing reports required for communication between the Provost and the President for effective management of the University's resources.

1.4.2.6 Dean of the School of Arts and Sciences

The Dean is responsible to the Provost for directing and managing the administrative and academic activities of the departments and programs in the School of Arts and Sciences. The Dean has leadership responsibility for managing the School's academic, fiscal, physical, and human resources; for promoting excellence in teaching and research, particularly in teaching methodology and the learning process; and for maintaining the highest level of quality in the delivery of services to students and the University.

The Dean is the Chief Administrative Officer for programs in the Departments of Communications, Computer Science, English and Modern Languages, Fine and Performing Arts, History and Government, Natural Sciences, Mathematics, and Military Science. The Dean is responsible for administering all undergraduate programs, graduate programs, courses, and services as approved by the Department and the Provost. The Dean also is responsible for the overall supervision and coordination of on-campus evening classes and weekend classes. The Dean participates in all budget, facilities, and personnel decisions affecting undergraduate and graduate academic programs in the School and serves on the Council of Deans.

1.4.2.7 Dean of the School of Education

The Dean is responsible to the Provost for directing and managing the administrative and academic activities of the departments and programs in the School of Education. The Dean has leadership responsibility for managing the School's academic, fiscal, physical, and human resources; for promoting excellence in teaching and research, particularly in teaching methodology and the learning process; and for maintaining the highest level of quality in the delivery of services to students and the University.

The Dean of the School of Education is the Chief Administrative Officer for the Departments of Education. The Dean is responsible for administering all undergraduate programs, graduate programs, courses, and services as approved by the Department and the Provost. The Dean also is responsible for the overall supervision and coordination of on-campus evening and weekend classes. The Dean participates in all budget, facilities, and personnel decisions affecting undergraduate and graduate education programs in the School and serves on the Council of Deans.

1.4.2.8 Dean of Professional Studies

The Dean is responsible to the Provost for directing and managing the administrative and academic activities of the departments and programs in the School of Professional Studies. The Dean has leadership responsibility for managing the School's academic, fiscal, physical, and human resources; for promoting excellence in teaching and research, particularly in teaching methodology and the learning process; and for maintaining the highest level of quality in the delivery of services to students and the University.

The Dean of the School of Professional Studies is the Chief Administrative Officer for the Departments of Behavioral Sciences and Human Services; Business, Public Administration, and Economics; Nursing, Psychology, and Social Work. The Dean is responsible for administering all undergraduate programs, graduate programs, courses, and services as approved by the Department and the Provost. The Dean also is responsible for the overall supervision and coordination of on-campus evening and weekend classes. The Dean participates in all budget, facilities, and personnel decisions affecting undergraduate and graduate education programs in the School and serves on the Council of Deans.

1.4.2.9 Dean of the School of Graduate Studies and Continuing Education

The Dean of the School of Graduate Studies and Continuing Education is the Chief Administrative Officer for Graduate Studies and Continuing Education programs. The Dean is responsible for administering all programs, courses, and services as approved by the Academic Departments,

Graduate Council, and the Provost. The Dean, in consultation with the Department Chair and Academic Dean, also is responsible for the overall supervision and coordination of off-campus centers, mini-semester, and summer sessions. The Dean participates in all budget, facilities, and personnel decisions affecting Graduate Studies and Continuing Education programs.

The Dean is responsible for facilitating the enhancement of the University's graduate programs and policies. The Dean has leadership responsibility for identifying, acquiring, and managing fiscal, physical, and human resources; for strengthening the Institution's public visibility; for implementing and managing the Graduate Assistantship Program; and for maintaining the highest level of quality in the delivery of services to graduate students. He/she participates in all budget, facilities, and personnel decisions affecting graduate and continuing education programs.

1.4.2.10 Department Chairpersons

The Department Chairs are responsible for managing the academic departments of the University. The Chairs' specific responsibilities include but are not limited to: recruiting faculty, assisting in faculty development and evaluation; developing and reviewing programs; advising and counseling students; preparing and managing the department budget; maintaining student records; developing class schedules; reviewing course evaluations; and supervising research, scholarly activities, and teaching within the unit. Department Chairs are expected to perform their duties during the summer months.

1.4.2.11 Dean of University College of Excellence (UCE)

The Dean of the UCE provides direction, leadership, and day-to-day management of scholarly activities pertaining to the Honors Program and the Ronald McNair Post Baccalaureate Program; provides professional, administrative, and operational support for both units; sets educational standards and goals for honors education, with the advice of the Honors Council; establishes policies and procedures with advice of the Council; monitors honors students' and McNair scholars' educational progress; develops academic programs; provides training and oversight for honors faculty and Staff; administers record-keeping; prepares budgets; recruits and advises students; serves on the President's Advisory Council and on the Council of Deans.

1.4.2.12 Assistant Vice President for Enrollment Management

The Assistant Vice President for Enrollment Management is responsible overseeing the recruitment, enrollment, and retention of BSU students by managing the Admissions (undergraduate and graduate), and Financial Aid and Scholarship Offices. Specifically, he/she reviews and drafts unit policies and procedures; develops and implements unit objectives and tasks; oversees the day-to-day enrollment operation; manages the enrollment office and institutional scholarship budget; selects and awards institutional scholarships; counsels prospective students and evaluates files for admissibility and financial aid; monitors enrollment data to assess unit objectives; oversees Student Information System processes and procedures for enrollment; oversees the University's National Student Exchange Program; and manages the marketing and public relations component of the unit.

1.4.2.13 Director of the Model Institute of Excellence (MIE)

The Director of MIE provides leadership and management for Bowie State's Science, Engineering, and Mathematics Education (BSEME) Reform Program. The Model Institutions for Excellence Initiative is one of only six in the Country sponsored by the National Science Foundation (NSF) and the National Aeronautics and Space Administration (NASA). Specifically, he/she is responsible for leadership and direct management and oversight for the MIE initiative by focusing on educational reform and institutional development, with particular emphasis on infusing information technology in every aspect of teaching, learning, and administration. Additionally, he/she is responsible for implementing a diversity of programs in such areas as student retention, research, linkages and collaborations, and outreach. Moreover, he/she will lead all aspects of project development and management; work closely with key faculty, staff, and administrators in the SEM domain; coordinate project affairs with other internal constituents and units; coordinate with key representatives at NASA and NSF; coordinate, where possible, with principal investigators of other MIEs, and manage project's fiscal affairs and human resources.

1.4.2.14 Director of the Student Success and Retention Center (SSRC)

The Director of the Student Success and Retention Center is primarily responsible for enhancing student persistence, especially of freshmen and sophomores. Specific duties includes planning, developing, and implementing retention programs and services (e.g., advisement, freshman Seminar, personal/social. Academic counseling, tutorial services/supplemental instruction, TRIO Student Support Services; supervising SSRC staff; developing and publishing SSRC policies and procedures, and planning and managing the SSRC budgets. He/she also conducts advisement training and/or student success workshops; works closely with the Deans, Director of Student Activities and Leadership, Director of Career Services and Cooperative Education, and other University offices in carrying out his/her responsibilities.

1.4.2.15 Director of the Center for Excellence in Teaching and Learning (CETL)

The Director of CELT is responsible to the Office of the Provost for the oversight of the University's faculty and staff development initiatives, including on-and off-campus activities. Specifically, he/she coordinates the development of off-campus travel criteria; articulates the objectives of the Summer Fellows Program; manages the Center's Faculty Resource and Instructional Development Rooms; facilitates faculty roundtable discussions; provides the leadership in the development of an evaluation design; manages the *Access and Success* allocation for this initiative; seeks additional funding opportunities to expand the Center's objectives, including collaboration with USM and other area colleges and universities, and provides quarterly reports for the comprehensive reporting to MITEC.

1.4.2.16 Dean of the Library

The Dean of the Library is responsible for the day-to-day administration, operations, and development of the University library and media operations. Specifically, he/she develops, maintains, and updates the goals and objectives pertinent to the needs of the academic programs and other obligations of the Library; develops policies and procedures necessary to support the effective operation of the Library; continuously monitors the collection development activities to

ensure quality and appropriateness; interacts with the administrators of academic units and faculty to keep them informed of the status of the Library, and manages the budget and other financial resources for the.

1.4.2.17 Director of Media Operations

The Director of Media Operations manages and provides a full range of media and telecommunication services to the University, including the cable television station and classroom support. Specifically, he/she researches and accesses media-based educational programs to enhance the teaching learning process; supervises the on-going operation of the University's education access cable channels; develops and produces education, information, and public service programs for cablecast over BSU-TV and via other means of distribution; develops training programs for Communications Media students; ensures the efficient operation of the BSU campus-based facilities for the USM's Interactive Video Network (IVN); coordinates media-based distance education program development with the academic community; serves as the University's representative on the Prince George's County Education Access Cable Committee; oversees the downlinking of educational satellite resource materials, and maintains the University's videographic archives.

1.4.2.18 Director of Intercollegiate Athletics

Under the general direction of the President, the Director of Intercollegiate Athletics is responsible for the administration of the Athletics Department and all athletic programs and for providing effective leadership that encourages academic excellence **and** athletic success for all student-athletes.

Some of his/her specific duties include: exercising a leadership function in eliciting from students, faculty, the administration, and the alumni the collective judgment which will advise the Intercollegiate Athletics Committee in the development of the athletic policies of the University; developing the organizational structure of the intercollegiate athletics and intramural programs, dictating channels of communication, duties, and responsibilities of all program personnel; monitoring and maintaining ethical standards of coaches and athletes as to eligibility standards and behavior as determined by BSU, NCAA, and CIAA; supervising all procedures involving the student-athletes' health; supervising the collection of data used by the Faculty Athletic Representative in determining normal progression toward graduation and the eligibility of athletes to represent the University; directing the recruitment of student-athletes, including scouting and the offering of scholarships; establishing and executing a fund-raising program and supervising the distribution of such funds, and preparing yearly athletic program report, including an annual financial report on income and expenses for each sport.

The Director of Intercollegiate Athletics serves as an ex-officio member of the Intercollegiate Athletics Committee and assists the committee in the development of athletic policy.

1.4.2.19 Director of Facilities

The Director of Facilities is responsible for the coordination, direction, planning, and supervision of all areas of facilities operations and the physical plant. This responsibility includes, but is not limited to, risk management, safety and environment hazards, capital budget planning, engineering

design, construction master planning, operations, maintenance, and repair of real property, to include utility system, operation and maintenance of the vehicles and equipment fleet, contractual service, material management, and campus mail. He/she also provides leadership supervision, planning, and direction to the Physical Plant.

1.4.2.20 Director of Public Safety

The Director of Campus Safety plans and directs police activities of the law enforcement program; disseminate information to staff, faculty, and students; oversees police, security, and general public safety activities; serves as liaison with city, county, state, and federal law enforcement and safety officials; ensures compliance with University policies and procedures; develops and monitors the annual departmental budget; reviews and approves reports, and supervises and evaluates departmental staff.

1.4.2.21 University Registrar

The University Registrar supervises and manages the academic records, registration, and scheduling systems of the University; oversees senior graduation audits and certification of degree requirements for both graduate and undergraduate students; monitors national and state-wide student exchange programs, in-state residency, and tuition Waiver regulations as prescribed by the Board of Regents' policies; coordinates the publishing of the University's Catalog; enforces and carries out the regulation of the Privacy Act of 1974, and develops the *Schedule of Classes Booklet* for publication each semester. Additionally, he/she prepares audit regulations of student data; assists the Internal Auditor with compliance requirements and reports per the Board of Regents requests; prepares and monitors various reports on student athletes for the CIAA, and enforces and carries out NCAA/CIAA University rules and regulations governing eligibility requirements for athletes.

1.4.3 DIVISION OF STUDENT AFFAIRS

The Division of Student Affairs is charged with the coordination of programs, services, and facilities that support student enrollment and matriculation. The areas covering this responsibility include: admissions, financial aid, student activities and the Student Center, health services, intercollegiate athletics, residence, and pre-college programs.

1.4.3.1 Dean for Student Affairs

The Dean for Student Affairs provides leadership for program and budget planning, operations monitoring and management, and the evaluation of all performances of the Student Affairs division.

The Dean for Student Affairs serves as the Chief Student Affairs Officer, provides leadership and management supervision of the Student Affairs division, and directs the planning, development and implementation of the wide range of programs, services, and activities to facilitate student development and enhance student life. The Dean is responsible, in consultation with the Provost, to the President for administering and coordinating student affairs. He/she is responsible for ensuring that individuals of high potential are admitted to Bowie State University and for the promotion of programs for the advancement of students' personal development throughout their

enrollment. He/she shall plan and administer out-of-class activities – cultural, spiritual, and recreational – for the full development of the individual student.

1.4.3.2 Director of University Union and Conference Services

The Director of University Union and Conference Services, under limited supervision, is responsible for the direction of the University Union, Conference Services, special events and facility management, ticket services, facility coordination and reservations, and technical services and programming. Specifically, he/she oversees and directs efficient and productive business practices and services within the Student Affairs Division; supervises professional and student staff; oversees and directs the fiscal affairs and accountability of the total organization, including budget planning, forecasting, analysis and review, and rates and fees development; implements fee structures for facility use, labor, equipment and services provided to the University community and non-affiliated users; negotiates and finalizes all Centre related contracts to include equipment, supplies, and services; solicits outside entertainment sources and cultural activities to attract the public, and reviews, updates, and enforces policies/procedures governing rental of University facilities.

1.4.3.3 Director of Student Activities and Leadership

The Director of Student Activities management responsibilities include strategic planning, budget preparation, and supervision of staff and student organizations and clubs. Additionally, he/she assesses the program and services to include advising the Student Government Association by assisting in program planning and budget preparations, monitoring fiscal procedures, and overseeing all student-sponsored activities; facilitates and oversees all student publications; conducts leadership training; plans NEW Student Orientation, to include New Student Convocation; plans and implements other recreational, educational, and cultural programs, and provides services and opportunities for commuter students that foster their holistic development.

1.4.3.4 Director of Career Services and Cooperative Education

The Director of Career Services and Cooperative Education manages and administers career-related services to students, providing students with the available resources necessary for successful entry into the labor force and preparing students with skills necessary for seeking and obtaining employment, internships, and cooperative education assignments. Some of his/her specific responsibilities include preparing reports and statistical data needed by the University; writing proposals for financial assistance; providing job market research for the University community; advising students on vocational and career matters; providing career outreach programs; providing Workshops on resume writing, job hunting, and interviewing; planning and implementing Graduate and Professional School Information Day; assisting students in acquiring internship placement and part-time and/or full-time employment; interacting with prospective employers of BSU graduates, and conducting a follow-up survey of graduates.

1.4.3.5 Director of Housing and Residence Life

The Director of Housing and Residence Life is responsible for developing, directing, and administering the total program for the operation of the residence halls, summer groups, and conferences, as well as off-campus rental and leasing. More specifically, he/she develops and

administers long-range plans and immediate requests for painting, renovating, and maintaining the physical facilities; initiates requests for all furnishings and equipment necessary to maintain high standards of living and operations; develops and administers policies and procedures to ensure the goals of the Residence Program; ensures all contracts of occupancy of the residence facilities by students; initiates all billing and charges for use of residence halls by students or non-student groups; develops and administers procedures for recruiting housing and servicing conference and non-student groups to increase revenue for the Residence Program; develops and implements guidelines for the operation of the Housing program, including visitations, conduct code, and conflicts; supervises and administers the development of academic, social, and educational programs for the residence population; administers programs to ensure the safety, well-being, and protection of individual rights of the residence population; organizes and develops a leadership training model of Institute for Student Leaders, and coordinates the development of the Housing and Residence Life Judicial System.

1.4.3.6 Director of Student Health and Wellness

The Director of Student Health and Wellness is responsible for the management and coordination of all University health activities and resources designed to protect and promote the health and well-being of all students, faculty, and staff. Some of his/her duties include providing patient care; consulting with the contractual physicians; supervising medical personnel; planning and directing on-going health screening programs and clinical services; establishing and maintaining a quality assurance program; maintaining OSHA health guidelines; tracking immunizations, and representing the University in the American College Health Association and in the USM Health Directors Group.

1.4.4 DIVISION OF FINANCE AND BUDGET

The Division of Finance and Budget is charged with the overall coordination and oversight of, and accountability for the University's budgeting process, budget planning, fiscal management, accounts, including grants, record-keeping, and fiscal assessments.

1.4.4.1 Vice President for Finance and Budget

The Vice President for Finance and Budget coordinates and supervises the financial affairs of the University. He/she reports to the President and provides an overall business atmosphere which sets for all persons in the University community an example of the highest level of integrity and efficiency, and which encourages the same throughout the entire university organization. The Vice President for Finance and Budget manages the collection, receiving, receipting, depositing and disbursement of all funds. He/she prepares accounting and financial reporting and long-term financial plans of business affairs of the University. He/she keeps the President fully advised on financial-related matters of the University through reports and conferences. He/she assists the President in the development of the budget and controlling expenditures within the approved budget. In addition, develops an annual and short-and long-range budget of the University.

1.4.4.2 Assistant Vice President for Budget and Fiscal Analysis

The Assistant Vice President for Finance and Budget manages, develops and implements systems and processes to assure effective communication between the Office of the Vice President, the

President, and the supporting departments within the division. In addition, advises the Vice President of internal activities, maintaining close working relationships with the departmental directors, managers and other faculty and staff.

1.4.4.3 Controller

The University Controller is responsible for the daily operations of campus financial record systems. The Controller is responsible for maintaining the financial integrity of the accounting system, daily cash management, federal fund maintenance, and interface with the State Accounting System. The Controller is the caretaker of the official accounting records of the University.

1.4.4.4 Director of Procurement

The Director of Procurement directs the day-to-day internal operation of the Procurement Department, including purchasing, contract management, asset management, warehouse, and inventory control; coordinates University procurement planning and execution; directs and trains subordinate personnel; determines work priorities; plans schedules, and assigns and reviews work.

Additionally, he/she engages in complicated negotiations concerning such things as components, spare parts, inspections, and testing requirements; develops and/or interprets contract clauses, specifications, purchase descriptions, and other special requirements; responds to complex inquiries from vendors, clients, and/or staff; resolves complex problems by developing new procurement strategies or providing information which requires research or interpretation; conducts pre-bid and pre-proposal vendor conferences, followed by the creation and issuance of appropriate documentation to ensure proper communication, and handles formal debriefing for vendors and clients regarding contract award and weaknesses of vendor's offer of proposal.

1.4.4.5 Senior Director of Human Resources

The Senior Director of Human resources is responsible for the overall planning, implementation, and management of the human resource programs for all academic and administrative full-time and contingent employees. These responsibilities include oversight for recruitment, compensation and benefits compensation, position classification, performance management, training and organization development, employee and labor relations, EEO, and personnel policy development and administration. He/she also oversees staff wage and salary programs; ensures regulatory compliance and competitive salary levels necessary to attract and retain qualified staff; promotes quality through effective use of the University's performance standards and appraisal system, and establishes and ensures the use of internal controls for financial systems to improve customer service, reduce paper-flow, improve human resources data management, and participates in the development and establishment of University policies and procedures and may serve on University planning and policy-making committees.

1.4.4.6 Chief Information Officer

The Chief Information Officer is responsible for creating and guiding the implementation of the overall IT strategy for the University; supporting computing services, networking, and infrastructure; providing advice and support for unit level IT operations and services; carrying through the University's role in Internet initiatives, bringing the institutional infrastructure to a

level that will enable full utilization of the Internet, and helping to define the continuing evolution of the structure of the University's IT enterprise,

1.4.5 DIVISION OF INSTITUTIONAL ADVANCEMENT

The Division of Institutional Advancement is charged with coordinating public relations through media presentations and services; programs with alumni and friends of the University; and the development of resources, supplemental to State appropriations, for institutional advancement.

1.4.5.1 Vice President for Institutional Advancement

The Vice President for Institutional Advancement provides leadership for program and budget planning, operations monitoring and management, and the evaluation of all performances. The Vice President for Institutional Advancement serves as the Chief Institutional Advancement Officer and is responsible, in consultation with the Provost, to the President for the coordination and administration of programs for institutional advancement, which include fund-raising, development, alumni affairs, and State, Federal, and public relations. He/she advises and assists the President in planning and executing programs to interpret the goals and needs of the University to its clientele and to the public, as well as to interested individuals, groups, agencies, and foundations in supporting the University's work.

1.4.5.2 Director of Federal Research and Development

Under general supervision, the Director of Federal Research and Development directs the activities of the Bowie State University's Federal and State funding Contracts and Grants, including supervision of support staff; provides leadership and coordination of University activities related to proposal development and sponsored program administration, and is responsible for certifying, approving, managing, and administering Title III funds. He/she assists the Vice President in staff implementation of the internal and external operational plans for all fund-raising initiatives, including Capital Campaigns; maintains a fundraising quota, and assists in the formulation of policies and procedures for grant development and administration.

1.4.5.3 Director of Corporate and Foundation Relations

The Director of Corporate and Foundation Relations solicits corporations and foundations for gifts for the university's programs and maintains a fundraising quota. He/she implements short-and long-range strategies for obtaining corporate and foundation support and stewardship.

1.4.5.4 Director of Alumni Relations

The Director of Alumni Relations is responsible for program management in the areas of Alumni Relations and annual giving; manages the phonathon program; produces traditional and electronic publications, newsletters, websites, and solicitations; responds to day-to-day correspondence and inquiries from alumni; conducts the planning, administrations and implementation of reunions, meetings, and special events; expands inter-office programming; develops and implements programs for locating lost alumni and maintains alumni data; develops strategies for identifying, cultivating and soliciting gifts; assists in establishing goals and strategies; designs and implements comprehensive cultivation activities; collaborates closely with the Office of Marketing and

University Relations; prepares written reports and recommendations; assists in the planning of University functions and events; attends meetings, and provides administrative support to the Vice President of Institutional Advancement.

CHAPTER 2**2.0 UNIVERSITY GOVERNANCE****2.1 PREAMBLE**

The competitive requirements of a regional comprehensive university status demand a shared and participatory system of governance which creates for each member of the Bowie State University community an opportunity for responsible involvement, communication, and accountability.

Bowie State University is committed to a system of shared governance which fosters communications and shared responsibility among interdependent members of the Bowie State University community to achieve the University's mission and goals and ensure the welfare of the University. The system provides an opportunity for its constituencies to utilize their expertise, to express their wisdom, and to make recommendations to the President in their areas of responsibility. Shared governance recognizes the President's authority as defined by the University System of Maryland and the Board of Regents of the University System of Maryland, Policy I-6,00, approved on October 4, 1996; amended on August 25, 2000, and by [State of Maryland Senate Bill 459, effective in July, 1988]. [Appendix 14] The USM and Bowie State University subscribe to principles of the Joint Statement on Government of Colleges and Universities, formulated in 1966 by the American Association of University Professors, the American Council on Education, and the Association of Governing Boards of Universities and Colleges.

2.2 THE UNIVERSITY COUNCIL

The Council facilitates and coordinates communication among the faculty, staff, administration and students of Bowie State University. The Council meets regularly to provide an opportunity for representative governance groups (Faculty Senate, FS; Staff Council, SC; Administration, Student Government Association, SGA; and Graduate Student Association, GSA) to discuss issues affecting the campus community. The Council is supported by University Council committees, which perform much of the work of the Council.

The Council shall have such responsibilities as may hereafter be delegated to it by the shared governance groups, the President of the University or by the Board of Regents, and shall have the power to enact, amend, and repeal its own bylaws for its internal functioning.

The University Council makes recommendations to the President concerning policies, procedures, programs, and plans which affect University constituencies, whether such policies, procedures, programs, and plans have been made by the University System of Maryland or by the University itself.

The university Council *Constitution and Bylaws* set forth the composition and responsibilities of the University Council. [Appendix 11]

2.3 COMMITTEES OF THE UNIVERSITY COUNCIL**2.3.1. Traffic, Parking and Safety Committee**

The purpose of the Traffic, Parking and Safety Committee shall be to develop and recommend for implementation traffic, parking, safety and environmental issues, rules and regulations.

The Traffic, Parking and Safety Committee consists of fourteen (14) members: the Director of Public Safety and the Chief Academic Officer each of whom shall be ex-officio, three (3) faculty members serving two-year terms, three staff members serving two-year terms, three (3) undergraduate and three (3) graduate students serving a one-year term.

2.3.2. Space, Buildings and Grounds Committee

The purpose of this committee shall be to address concerns regarding existing and future buildings and surrounding campus environment. The committee shall encourage the academic community's involvement both in the early stages of new building planning and landscape development so that the entire campus community will have the opportunity to review architectural plans and offer suggestions and make recommendations before plans are officially adopted and construction begins. Further duties of the Committee shall include recommending policies concerning the utilization of space within University buildings, to insure that it is consistent with the policies and procedure established by the University.

The Space, Buildings and Grounds Committee consists of sixteen (16) members: the Director of Facilities, a representative of the Dean's Council, a representative of the Chief Academic Officer, and the Registrar each of whom shall be ex-officio, three faculty serving a two-year term, three staff members serving a two-year term, three (3) undergraduate and three (3) graduate students serving a one-year term.

2.3.3. Fiscal Affairs Committee

The purpose of this committee shall be to review the University's fiscal resources and make recommendations regarding the utilization of these fiscal resources to the Council, The committee shall focus its efforts on the following activities.

- 2 Become knowledgeable about the internal and external mandates that affect the allocation of the University's fiscal resources;
- 2 Examine the University's plans and priorities and make recommendations' regarding current and on-going initiatives.
- 3 Review, evaluate and comment on the University's operational budget;
- 4 Advise or recommend the use of supplemental and discretionary funds as they become available;
- 5 Provide input in the development of reports for the University System of Maryland and the Maryland Higher Education Commission on the University's fiscal allocation plans and actions; and

- 6 Provide an annual report to the Council, assess fiscal activity and progress towards meeting the University's mandates and priorities.

The Fiscal Affairs Committee shall consist of fourteen (14) members: the Vice President for Finance and the Chief Academic Officer each of whom shall be ex-officio, three (3) faculty serving a two-year term, three staff members serving a two-year term, three (3) undergraduate and three (3) graduate students serving a one-year term.

2.3.4 Government Relations Committee

The purpose of this committee shall be to:

- 2 Work collaboratively with the President's office and Institutional Advancement in monitoring State and Federal legislative policies, laws and mandates and to respond to issues affecting higher education and Bowie State University.
- 3 Report to the Council on important issues under consideration that affect higher education in general and Bowie State University specifically.

The committee shall consist of fourteen (14) members, the Vice President for Institutional Advancement and the President's Assistant for Legislative Affairs each of whom shall be ex-officio, three (3) faculty serving two-year terms, three staff members serving two-year terms, three (3) undergraduate and three (3) graduate students serving one-year terms.

2.3.5. The Wellness Committee

The purpose of the Wellness Committee is to ensure an environment that promotes the health of all members of the University community. It shall serve as a catalyst for the creation of a campus climate in which health of the entire community, holistically conceived, is appreciated and fostered. The responsibilities of the Committee include the following:

- 2 Collaborate with and provide appropriate advice to University offices and departments in assessing wellness, health and curriculum-related needs and initiatives;
- 2 Provide advice to University offices and departments regarding worksite wellness programs for campus employees;
- 3 Evaluate and make recommendations to appropriate the bodies regarding University policies on all issues affecting the health of the campus community, including alcohol and substance abuse issues;
- 4 Assess the impact of initiatives undertaken by the University to address alcohol and substance abuse and the effect of such abuse on the overall campus climate; and
- 5 Help the University participate in the on-going national dialogue regarding wellness and alcohol abuse issues.

The committee shall consist of fourteen (14) members, the Director of Student Health and Wellness and Counseling Center and the Director of Alcohol, Tobacco, and Other Drugs each of whom shall be ex-officio; three (3) faculty serving a two-year term, three (3) staff members serving a two-year term, three (3) Undergraduate and three (3) graduate students serving a one-year term.

2.3.6 Information Technology Committee

The purpose of this committee shall be to advise the Council regarding campus technology needs and priorities governing computer use, software and hardware products provided by the University.

The committee shall consist of the Director of the Library and Director of the Office of Information Technology each of whom shall be ex-officio, one (1) faculty from each academic department, elected by that department, and each serving a two-year term, three (3) staff members serving a two-year term and two (2) students (one(1) under-graduate and one (1) graduate serving a one-year term.

2.3.7 Non-Council Committees with Representation of Shared Governance Groups

Both the Faculty Academic Standards and Policies Committee and the Faculty Curriculum Committee have a membership constituted by representatives of the Faculty, the Student Government Association and the Graduate Student Association. These committees operate under the control and purview of the Faculty Senate [see Faculty Constitution for committee charge and membership].

2.3.8 The Responsibilities and Rights Committee

The Responsibilities and Rights Committee shall recommend policies and standards concerning ethics, human rights, and social responsibility; regularly review all University constituency documents containing codes and rules of conduct governing rights and responsibilities of members, and recommend modifications to the University Council or the appropriate constituency. Further, the Committee will:

2. recommend policies and procedures on how the Bowie State University philosophy on human resource management can enhance human dignity, build self-esteem, and motivate employees for cooperative work and quality service;
2. recommend policies and programs concerning work life quality and human resources management and regularly review internal documents in these areas and recommend modifications to the University Council;
3. conduct studies to assess special work force needs (such as developing interpersonal skills, managing employee stress, coping with family crises, making retirement transitions, and handling needs associated with program termination and employee development) and employee and student morale and issue reports to the University Council;
4. recommend policies and procedures on how training and mentoring received by supervisors will enable them to improve work force welfare and operational systems within their units;

5. regularly study 1) federal, State, and local laws concerning anti-discrimination and workplace behavior; 2) ethics statements and policies and procedures adopted to maintain conformance with ethical standards from professional, technical and employment groups, and 3) codes, rules, and procedures of other colleges and universities and inform the University Council of issues found relevant to the University;
6. recommend policies and procedures that govern orientation for new employees and students concerning University standards and codes and how resident members in the University community periodically engage in activities to clarify problematic areas in ethics;
7. recommend policies and procedures that govern how employees and students can have equitable access to University programs and resources;
8. recommend policies and procedures that will foster an understanding of multiculturalism among the members of the University community and encourage respect for diversity among students and employees, and
2. make recommendations to the University Council regarding the causes, consequences, and remedies of incidents of discrimination and patterns of ethics violations.

2.3.9 The Community, State, and Federal Relations Committee

The Community, State, and Federal Relations committee shall assist the University in developing and enhancing public service programs which serve the needs and interests of the local community and region by applying those measures which are unique to the University and which facilitate educational, economic, and social improvements within the State. This Committee shall advise the President of the University and the Executive Committee of the University Council of any plans to consult members and officials of the local community prior to making contact and/or to gather information from those external to the University.

The Committee will serve as advisory to the University Council in the identification of entrepreneurial and enterprise development ventures that will involve the extended use and support of University resources to engage community projects. The Committee, under the direction of the Vice President for Institutional Advancement, will review a range of University outreach programs, including economic development activities: business, personal, educational, and professional enrichment activities: conferences, Workshops, and other community service activities.

2.4 FACULTY ASSOCIATION

Shared governance provides the opportunity for the faculty to use its expertise to express its wisdom, and recommendations to the Provost and/or President as appropriate, in areas of faculty responsibility. Shared governance recognizes the President's authority as defined by the Board of Regents of the University System of Maryland. Pursuant to Article E-3.00 Policy on the Role of Faculty in the Development of Academic Policy, the Bowie State University faculty will have the primary role in the development of academic policies through representative advisory bodies to the chief executive officer or designee. The representative body, through which the faculty exercises its responsibility, is the Bowie State University Faculty Senate.

The name of the faculty governance body at Bowie State University shall be the Bowie State University Faculty Senate; hereinafter referred to as the Senate.

The purpose of the Faculty Senate shall be to enable the faculty of Bowie State University to perform effectively its functions and to carry out its responsibilities as the professional teaching body of the University. The body shall make recommendations on behalf of the Faculty Association, directly to the Provost and/or President on matters of primary faculty responsibility: academic policies, procedures, and standards; curriculum, course content and instruction; research and scholarship; appointment, retention, promotion and tenure of faculty members, and the development of policies that affect faculty welfare generally; selection and appointment of department chairs, and administrators; mission and budget priorities and issues that affect the ability of students to complete their education; and other issues that affect the overall welfare of Bowie State University.

2.5 COMMITTEES OF THE FACULTY SENATE

The term of office of all members of Standing Committees of the Senate begins at the start of the fiscal year and ends at the conclusion of the fiscal year of the term for which they were elected. Ex-officio members serve as long as they hold the office that qualifies them for membership. Ex-officio members have the right to speak but not to vote. (See the *Faculty Constitution and Bylaws* for a complete summary of committee composition, election process and related policies and procedures.) [Appendix 12] All committee recommendations are forwarded to the Faculty (Senate) for review and recommendation to the Provost.

2.5.1 The Academic Standards and Policies Committee

The academic Standards and Policies Committee shall formulate and recommend general standards for all academic areas of the University; formulate and recommend standards and policies governing admission and readmission, retention, and requirements for academic degrees, and recommend the establishment of new academic structures and the merging or discontinuation of academic structures.

2.5.2 The Curriculum Committee

The Curriculum Committee shall recommend additions to, deletions from, and changes in credit and non-credit courses; recommend new programs, and study the overall curriculum of the University and the feasibility of changes to strengthen it and make recommendations to the Faculty Council.

2.5.3 The Academic Rank and Tenure Committee

The Academic Rank and Tenure Committee shall make recommendations to the Provost of the University regarding the granting of continuous tenure, promotion in rank, sabbatical leave, honorary degrees, emeritus status, and other related matters and follow procedures and policies documented in the *Bowie State University Policy on Appointment, Rank, and Tenure of Faculty*.

2.5.4 The Faculty Evaluation Committee

The Faculty Evaluation Committee shall make recommendations concerning evaluation policies; structure and revise, as needed, instruments, procedures, methods, and techniques for faculty evaluation of faculty, department chairpersons, academic support staff, and administrators, and propose recommendations regarding their use, and cooperate with committees and task forces of other University units and/or external authorities concerning evaluation.

2.5.5 The Faculty Grievance Committee

The Faculty Grievance Committee shall consider eligible grievances made by a faculty member, provided that an attempt to resolve the matter at the departmental level was made and failed; formulate a recommendation based on evidence presented; report the recommendation to the parties involved and to the President of the University, and recommend grievance procedures and policies.

2.5.6 The Faculty Welfare Committee

The Faculty Welfare Committee shall explore, develop, and recommend policies pertaining to faculty protection, security, employment, morale, and academic freedom and monitor and recommend modifications or procedures for additions to or deletions from faculty support services.

2.5.7 The Faculty Elections Committee

The Faculty Elections Committee shall conduct the election of Faculty Council Officers for the following year at the regular meeting of the Faculty in May (the Chair and Vice-Chair shall be tenured members of the Council); conduct, prior to May, the election of persons from the faculty at-large; represent the faculty in external and internal governance structures and on committees during the following year (the persons to be elected, include the elected members of the Faculty Elections Committee itself, and conduct balloting of members of the Faculty Assembly, when necessary. Each committee shall elect its own chair.

2.5.8 The Information Resources and Technology Committee

The Information Resources and Technology Committee shall study library and computer services, resources and plans for development and make recommendations to the Faculty Council; promote the use of library and computer services by the University community and advocate enhanced library and computer services and resources, and manage and mediate technological changes in the pedagogy of teaching and learning.

2.6 FACULTY HANDBOOK REVIEW/REVISION PROCESS**2.6.1 Faculty Handbook Review Process**

Altering handbooks is a complex process for some policies are purely administrative, some are contractual and may require faculty review, and some involve the approval of the President. This Handbook shall be reviewed at least every two years.

The *Faculty Handbook* shall continue in force until it has been changed by one of the following procedures. A member of the faculty, the administration, or the Board of Regents may initiate changes. No change will become effective until the President takes formal action.

2.6.2 Faculty Handbook Revision Process

Revision of the Handbook policies may occur at any given time and are subject to such change when proper notice of that change has been given. Under normal circumstances, the policies will be corrected on an annual basis.

Any member of the faculty may propose a change in the *Faculty Handbook* by presenting it to his/her School Dean. When a proposal has been endorsed by the Faculty of a School, its Dean shall submit the proposal to the Deans' Council for its evaluation. The Deans' Council shall have ten (10) working days from its receipt of the proposal within which to provide its evaluation to the Dean. Upon receipt of the evaluation of the Deans' Council or upon expiration of ten (10) working days after receipt by the Council of the proposal, the Dean may submit the proposal to the Provost. Whenever a proposal is submitted to the Provost, it shall be accompanied by the evaluations of the School Faculty and the Deans' Council.

Without prejudice to its procedures, the Provost, upon receipt of a revision proposal, may choose one of the following courses of action:

1. may receive and transmit it to the full faculty without change or comment;
2. may endorse it and attach the endorsement to the original proposal before transmitting it to the faculty.
3. with the consent of the submitter, may either alter or amend a proposal before transmitting it to the full faculty, or
4. if the submitter does not agree to such alterations or amendments, may object to the proposal and attach the objections or amendments before sending it to the faculty.

The faculty shall accept or reject the amendment(s) by a simple majority vote of the Full Faculty. The faculty may modify the proposal and accept the modifications or may return the proposal to the Dean for further work or modification.

The President may accept, reject, amend, or remand the proposed amendment(s). Should the President disagree with the action of the Full Faculty, the President, Provost, and Dean shall meet to discuss the next steps which may include further study, modification, and/or resubmission.

The Provost should report the results of such discussion at a called faculty meeting. Faculty may move to modify or submit the original back to the President. The President then decides to reject or approve the proposal.

Approved amendments, if required, shall be submitted by the President to the Board of Regents twenty (20) calendar days prior to the April meeting of the Board. The revision process is concluded in accordance with the action of the Board of Regents if submitted to it by the President.

Otherwise, the revision is concluded in accordance with the action of the President. The final action of the President is either an approval and promulgation or a rejection of the proposed revision.

As a primary University governance structure, the Faculty Association is subject to Rules and Procedures of the Bowie State University Shared Governance Document, except where provisions of the *Constitution of the Bowie State University Faculty and Bylaws apply (see the Constitution of the Bowie State University Faculty and Bylaws for a complete description of the officers, policies and procedures of this body).*[Appendix 12]

2.7 ADMINISTRATIVE BODIES

2.7.1 President's Cabinet

PURPOSE: The "President's Cabinet" is a construct of those directly responsible for the day-to-day operation of all aspects of the University. The "Cabinet" meets weekly to discuss matters that cut across functional areas and to keep abreast of each division's operational imperatives.

2.7.2 The Deans' Council

STATEMENT OF PURPOSE: The Council of Deans is advisory to the Provost and meets twice a month to facilitate the management of the Academic Affairs Division. The Council is composed of the Deputy Provost, Associate Provost, the Assistant Vice President for Enrollment Management, all deans, and assistant deans in the Division.

MEETINGS: The Council meets on the 1st and 3rd Thursday or Friday of each month, depending on the semester.

2.7.3 The Academic Administration Advisory Council

STATEMENT OF PURPOSE: The Academic Administrators Council is advisory to the Provost. The Provost convenes this body monthly for ongoing reviews of the academic arena, including academic regulations, programs, policies, infrastructure, budget, and USM and/or MHEC requested programmatic and student support data and/or plans. Additionally, Council Meetings serve as a forum for information sharing, including departmental profiles.

MEETING DATE: 4TH Thursday of Each Month

2.7.4 The Graduate Council

The graduate council shall advise, review and make recommendations on matters related to graduate program.

2.8 GOVERNANCE OF ACADEMIC DEPARTMENTS

An academic department of the University consists of faculty members whose primary professional expertise is in a specific discipline or in one of several related disciplines. Each faculty member shall be a member of an academic department.

2.8.1 Academic Department Administration

The Chair of an academic department is its chief administrative officer. The Chairs are elected by tenure faculty in the respective departments. Departments with two or more disciplines may have Area Coordinators for each discipline, appointed by the Department Chair in consultation with the faculty in the respective area.

2.8.2 Departmental Governance

The immediate governance of the department is vested in its departmental faculty, which has authority to make recommendations on all questions of departmental academic policy to the appropriate academic committees, to represent the department on committees requiring departmental representation, and to make recommendations in the selection of the Chair and of new faculty members of the department.

All full-time faculty have the right to participate and vote in their respective departmental faculty meetings.

The faculty of a department shall create and maintain a standing committee structure that permits and encourages participation by all members of the department. These committees shall advise the department and its Chairperson in the general administration of departmental affairs. The Chairperson may also create ad hoc committees or task forces.

2.8.3 Senior Members of a Department

If a department has fewer than four members who are tenured, then that department shall identify criteria under which at least 50% of its faculty members shall be termed “senior faculty.” Departmental faculty members with tenure shall be considered senior faculty members. Such a department shall choose its representatives for search committees from the senior faculty. For such a department, faculty members who are candidates for Department Chair must be senior faculty.

2.9 GOVERNANCE OF SCHOOLS AND COLLEGES

The administrative and academic responsibilities to a School or College are carried out under the leadership of its Dean. Schools and Colleges shall have autonomy consistent with their function and responsibilities within the University. Schools are academic units which administer instruction, scholarship, research, and service in a common but diverse disciplinary field or in areas of professional specialization or practice. The faculty of a School include the members of the University faculty who hold appointments within the School or College. A School with academic departments has the authority to grant and is identified by at least one academic degree which the School faculty have the responsibility to oversee.

The Faculty of each School or College with academic departments shall organize and establish an assembly and implement policies and procedures in compliance with the Constitution, Bylaws,

Policies and Procedures of the University System of Maryland and the Bowie State University Council that ensure shared governance.

Schools and Colleges may be organized with divisions, departments or programs. Each School or College shall have the right to establish the appropriate committees and task forces to formulate and implement the academic programs and procedures which are necessary to conduct its operations. All School/College Committees are developed in consultation with and act in an advisory capacity to the respective Dean.

2.10 BYLAWS, POLICIES AND PROCEDURES OF THE BOARD OF REGENTS

The Board of Regents of the University System of Maryland has the responsibility for managing the System under *Title 12 of the Education Article of the Maryland Annotated Code*. In order to carry out this responsibility, the Board has developed regulations for the System and published these in the document entitled *Bylaws, Policies and Procedures of the Board of Regents: University System of Maryland*. This document is available in the Office of Academic Affairs and the offices of the deans of each of the University's academic schools. Faculty wishing copies of particular Board of Regents' policies or procedures should obtain them from the Office of their dean.

CHAPTER 3

3.0 FACULTY APPOINTMENT, GENERAL EXPECTATIONS, AND PERFORMANCE EVALUATION**3.1 BOWIE STATE UNIVERSITY POLICY STATEMENT ON APPOINTMENT, RANK, AND TENURE**

The Bowie State University *Policy on Appointment, Rank, and Tenure* describes the general criteria and procedures related to faculty personnel actions applicable to Bowie State University (BSU) and the University System of Maryland (USM). The basic criteria at BSU for appointment, promotion, and granting of tenure are teaching effectiveness, including student advising; research/scholarship, and, in appropriate areas, creative activities; and relevant service to the community, profession, and Institution. The general criteria and procedures are in accordance with the Board of Regents *Policy II-1.00* and the mission of BSU.

3.1.1 Definition of Faculty

The terms, faculty member, faculty, or similar terminology, shall apply only to persons appointed to teaching and/or research positions at Bowie State University, and to persons engaged primarily in library services.

3.1.2 Faculty Ranks and Qualifications

Faculty ranks and qualifications for each rank have been established by the Board of Regents (BOR). Each rank is described fully in the *Policy on Appointment, Rank, and Tenure of Faculty and appointment, rank, and permanent status of faculty librarians (ART Policy)*, including minimum degree requirements for each rank, expectations for further study, evidence of teaching effectiveness, research/ scholarship, creative performance, and service to the community and the profession, commensurate with the mission of the University.[Appendix 14]

Faculty ranks with duties primarily in instruction include: Instructor, Assistant Professor, Associate Professor, and Professor. Additional faculty designations include: Assistant Instructor, Lecturer, Artist-in-Residence, Writer-in-Residence, Executive-in-Residence, Adjunct Assistant Professor, Adjunct Associate Professor, Adjunct Professor, Visiting Faculty, and Professor Emeritus. Faculty ranks with duties primarily in library services include Librarian I, Librarian II, Librarian III, and Librarian IV.

3.1.3 Search Process

A search for faculty may be initiated when a vacancy occurs or a new position is allocated. Faculty positions are filled based on a department's goals, long-range plan, and inventory of existing faculty specializations and competencies. (See BSU *ART Policy, Section I.A.*, for a detailed description of the search process, including authorization, departmental search committee, and interviewing and recommendation processes.)

3.1.4 Offers of Appointment

1. Offers of appointment to all ranks are made in writing by the President or by his/her designee.
2. An offer of appointment shall specify the rank and effective date of the appointment. The terms described in the letter of appointment together with the *BOR ART Policy and Bylaws, Policies and Procedures* including *Implementing Policies and Procedures Issued by the Chancellor*, as amended from time to time, constitute a legal and contractually binding agreement between the University and the appointee.

3.1.5 Faculty Promotion and Tenure

Any faculty member can be considered for promotion whenever he/she meets the qualifications for a rank higher than that presently held. A faculty member may be nominated for promotion by himself/herself or by the Chair of his/her department. (See *Sections V. and VI.* of the *BSU ART Policy* for a complete discussion of faculty promotion.)

Faculty appointed to tenure-track positions are subject to any special conditions specified in the letter of appointment. (See *Section V.* of the *BSU ART Policy* for a complete discussion of tenure and qualifications/criteria.)

3.1.6 Tenure/Reappointment

The best practice requires that the Institution, the School, and the Department define their criteria for reappointment and tenure and the procedures for reaching decisions in these matters. The Department shall inform the faculty of these criteria and procedures soon after they have joined BSU. The only faculty ranks at BSU which may involve a tenure commitment are Professor, Associate Professor, Assistant Professor, and Instructor. The prefix “Permanent Part-time” may be applied to any of the above ranks. Permanent part-time faculty are entitled to the same benefits as full-time faculty. Appointments to all other ranks, including any qualified rank in which an additional adjective is introduced, such as “Visiting” or “Clinical Professor,” are for a definite term and do not involve a tenure commitment. However, the performance of such individuals shall be evaluated annually for reappointment. (See *BSU ART Policy*)

The University tenure/reappointment policy is based on the AAUP’s *Academic Freedom and Tenure, 1940 Statement of Principles and 1970 Interpretive Comments* and the AAUP *1982 Recommended Institutional Regulations on Academic Freedom and Tenure*. (See AAUP Policy Documents and Reports, 1984 edition.) The term “tenured faculty” in all cases refers to those faculty for whom the University has approved the recommendation for tenure. In addition, the following three (3) policies relate to tenure:

- When a faculty member becomes eligible for tenure, the decision on whether to recommend tenure shall be made by the Department’s Academic Rank and Tenure Committee and Department Chair. (See *Section VII.* of the *BSU ART Policy*.)

- All non-tenured faculty in tenure-track positions will be evaluated each year of the probationary period for reappointment and/or tenure.
- The recommendation for tenure at the rank of Instructor should carry with it the recommendation for promotion to the rank of Assistant Professor. A department that is unwilling to make such a recommendation should seriously reconsider whether it should be making the decision to recommend tenure.

Specific criteria for tenure at Bowie State University are described in *Section V.A.* of the BSU *ART Policy*. Furthermore, specific provisions pertaining to completion of the probationary period of appointment and subsequent re-appointments towards tenure for all qualified ranks as well as when tenure, if granted, becomes effective as described in *Section V. A. 4.5.6* of the BSU *ART Policy*.

The probationary period shall be that stipulated in the faculty member's letter of appointment. Normally, and unless stated otherwise in the letter of appointment, the probationary period shall be seven (7) years at the rank of an Assistant Professor, and from one to four years at the rank of Associate Professor and Professor. These probationary periods do not include any years of prior service at other institutions or at Bowie State University unless such has been negotiated in advance and incorporated in the individual faculty member's letter of appointment.

The tenure review takes place in the sixth year of a seven-year probationary period, in the third year of a four-year probationary period, or in the first year of a one-year probationary period. The Department may, in exceptional circumstances, make a tenure recommendation earlier than the normal tenure review date. Any recommendation for promotion **prior** to the normal tenure review date must be accompanied by a recommendation for tenure.

If the Department recommends tenure or both promotion and tenure prior to the normal tenure review date, and tenure or promotion and tenure is/are not granted, the faculty member remains eligible to be considered for tenure and promotion until the normal tenure review date is reached which is the time for final consideration for tenure.

3.1.7 Appointment, Rank, and Tenure Process Target Calendar

The administration and faculty must comply with the target dates in the BSU *ART Policy* for completion of the procedural steps leading to the President's decision on promotion and tenure. These dates do not apply in cases in which a tenure or promotion review is not conducted on the regular academic year cycle or in which a tenure decision must be rendered by March 1 of the review year. The dates may be adjusted in particular cases, such as librarians, to account for special circumstances. Notification of any date changes will be supplied each academic year by the Provost.

3.1.8 Types of Contracts

Bowie State University will issue faculty one (1) of two USM contracts: USM Contract for Tenure/Tenure-Track Faculty or the USM Contract for Non-Tenured Faculty. Faculty members on academic year appointments who teach summer, evening, or extension courses, will be issued

a separate contract, with the rate of compensation established by the University in compliance with BOR III 2.10: *Policy on Summer and Special Sessions*. (See Appendix 4 + 5 for sample contracts.)

3.2. GENERAL EXPECTATIONS OF FACULTY

The basic philosophical commitment of Bowie State University is to the highest quality programs of undergraduate and graduate education that this academic community is capable of producing. The key person in this effort is the faculty member, and any statement of University expectations of the faculty centers on this commitment; hence:

- A faculty member's primary concern is excellent teaching and continued scholarly growth. Commitment to a discipline involves an awareness of the recent scholarship in that area;
- A faculty member engages in advanced study and is involved in professional organizations in order to grow intellectually;
- A faculty member meets his/her classes as scheduled;
- A faculty member advises and assists students and is available during posted office hours and appointments;
- A faculty member* shares the responsibility of university governance through committee participation;
- A faculty member* completes the doctorate, or an appropriate terminal degree, from an accredited institution;
- A faculty member* is expected to meet the contractual obligations inherent in the teaching role, including the timely submission of student grades, attendance at departmental and school meetings, participation on standing committees, etc.)
- A faculty member* participates each year in the general evaluation process (annual self-evaluation report, evaluation by students, colleagues, and department chair).

*Tenure and Tenure Track Faculty

Two University policies, *BSU Policy on Appointment, Rank and Tenure* and *BSU Policy on Faculty Workload and Responsibilities*, provide other expectations common to all faculty, whatever their-departmental affiliation. These University policies are consistent with their companion USM policies and provide more specific standards and expectations of faculty at Bowie State University.

3.3 POLICY ON FACULTY WORKLOAD AND RESPONSIBILITIES

3.3.1 Purpose

The BSU *Policy on Faculty Workload and Responsibilities* is to promote optimal performance by the University in meeting the needs and expectations of its students and other clientele and to provide mechanisms that will ensure public accountability for that performance.

This policy reflects the University's affirmation that teaching is at the heart of University life and that teaching effectiveness is the paramount consideration in faculty tenure, promotion, and merit. It also reflects the University's affirmation that research/ scholarship and creative work and service (the essential creation, interpretation, and consumption of knowledge through research and scholarship and its application to societal needs) are fundamental to university life and thus are also key criteria in faculty tenure, promotion, and merit decisions. Thus, the general faculty workload expectations are: 65-75% teaching; 15-25% research/scholarship, and 5-15% service; differences across departments of the Institution are subject to approval by the President. (See Appendix 6 for the complete *Policy on Faculty Workload and Responsibilities*.)

3.3.2 Faculty Workload

The University has set a maximum of 12 credit hours to be taught by each faculty member per semester. The University is aware of special faculty assignments which are the result of specializations by discipline. The teaching schedule for a specific semester is determined by the Department Chair in consultation with the faculty member, and faculty members may request Workload modifications. Requests can be made by completing a *Workload Modification Application*. The request must be approved by the Department Chair, School Dean, the Provost, and, ultimately, by the President. Modifications recommended by the President shall be permitted for the purposes provided in the *Workload Modification Form* available in each academic department.[Appendix 7]

3.3.3 Definition of Credit Hours

A credit hour is *an arbitrary unit of measurement*. However, it is usually defined as the assignment of a certain number of credit hours to a course and is justified by some appropriate combination of the following criteria: (1) time spent in class, which is usually the number of clock hours: spent in class situations during the semester, credit hours spent in class situations during the semester; (2) quality of time spent in class relates to the type of activity in class and affects the number of credit hours assigned, for example:, laboratory and studio; (3) time spent outside class, the amount of time the student should spend preparing for the in-class experience; and (4) the type of material covered, the proportion of theoretical to skill-building activities, and the relationship of the material of the course to the discipline and the University objectives. Practice type activities carry fewer credits in relation to clock hours than do lecture and discussion activities.

3.4 POLICY ON FACULTY EVALUATION

The BSU *Polity on Evaluation of Performance of Faculty* (BOR *Policy II-1.20*) is in its mission. Additionally, the Academic School's implementation of this Policy is reflected in its Evaluation Instruments and Guidelines.

3.4.1 Descriptive Definitions of the Areas of Faculty Evaluation

3.4.1.1 Teaching

Teaching is the faculty member's performance while lecturing, conducting discussions, or directing laboratory experiments. It also includes other functions appropriate to teaching a course for which credit is granted by the University. **Academic advising** also is considered a teaching responsibility. Effective teaching implies scholarship appropriate for curriculum reform and student retention, and the inclusion of technology in instruction.

3.4.1.2 Research/Scholarship

Research/scholarship includes conducting research and other creative activities and presenting scholarly papers at professional organizations and/or meetings. Research/scholarship yields tangible evidence in the form of publications, exhibits, lectures, recitals, and other products. Research/ scholarly expression may be the highly original kind which advances knowledge or such critical and analytic activities as the writing of book reviews or review essays or the compilation of current research results for instructional purposes or for an expository paper. In at least one of these ways, the good teacher should give evidence that he/she is functioning as a scholar. Since scholarship is frequently discipline-specific, its evaluation is the responsibility of the individual department. Efforts must be made both to define clearly the standards for evaluating scholarship and to recognize what kinds of scholarship most effectively serve the programs and goals of the University.

3.4.1.3 Service

The responsibilities of faculty members for the excellence of BSU do not end with the fulfillment of their teaching assignments. Individual faculty members are responsible for service to the University, their discipline, and the community. Through service, faculty can shape the academic community as well as define its relationship to the public community.

1. Institutional Service

Institutional service means active involvement in Department, School, University, and/or USM committees, special programs, approved activities of the University, or other activities which promote the educational and administrative functions of the University, including those activities for which assigned time is awarded.

2. Discipline-Related Service

Discipline-related service is any activity in which faculty members bring expertise to their professional community. Such activity may include but is not limited to professional association work and/or committee activity in an elected, appointed, consultative, or volunteer capacity.

3. Community Service

Community service is any activity wherein professional expertise is demonstrated outside the Institution through work with local, regional, national, or international community organizations.

3.4.2 Methods of Faculty Evaluation

The University shall use faculty evaluation methods that are consistent and reflective of the duties and responsibilities of faculty members. These methods of evaluation specify the criteria and procedures applicable to the faculty roles of teaching, research/scholarship, and service, as detailed in the School's *Faculty Evaluation Instruments and Guidelines*. Faculty who do not meet the basic levels of expectation for teaching, research/scholarship and/or service may not be recommended for merit.

3.4.2.1 Student Evaluation of Faculty

Student evaluation of instruction is a required part of the evaluation of faculty which is coordinated by the Office of Institutional Research. Such an evaluation must be recognized for what it is, one kind of evaluation of a generalized nature, to be considered only in concert with all other measures of teaching effectiveness.

Each semester, the School Dean, in consultation with the Department Chair, will conduct the student evaluation of instruction of all full-time and adjunct faculty. For those special courses for which student anonymity cannot be protected, no evaluations will be required.

The School Dean will ensure that the guidelines for conducting the student evaluations are implemented in such a way as to ensure student anonymity. The Department Chair will provide each faculty member with his/her summary data. Because the evaluation of a faculty member is not a public process, the disaggregated results of student evaluations will not be made public information. Departments are cautioned to protect the security of the evaluation results and to supervise its use.

3.4.2.2 Student Evaluation of Academic Advisement

In April of each academic year, the School Dean, or his/her designee will conduct an annual student evaluation of faculty advisement. Each School will use an *Academic Advisement Survey* which will be mailed to every major in the member departments of the School. Additionally, the Center for Success and Retention will conduct a similar evaluation for all undeclared advisees.

In June of each year, the School Dean will submit a summary of the evaluation results of each faculty member to the Department Chair, the faculty member, and the Provost. This evaluation information will be considered with all other measures in the tenure, promotion, and merit review processes and in reporting on academic advisement to the Board of Regents.

3.4.2.3 Peer Evaluation of Faculty

Evaluation of teaching by a faculty member's colleagues can be of value in two ways: providing evidence of teaching effectiveness and promoting the improvement of teaching. Faculty members, through peer evaluation, are given the opportunity to exchange ideas regarding methods and philosophical approaches to teaching which can lead to improved teaching-learning strategies. In the Spring of each academic year, each Department Chair, in consultation with the School Dean, shall coordinate the annual peer evaluation of all full-time faculty in accord with the approved *School's Faculty Evaluation Instrument and Guidelines* and in keeping with target dates in the

Policy on the Evaluation of Faculty Performance. This peer evaluation will be conducted by at least two of the faculty member's peers who will conduct a pre-conference with the faculty member prior to the classroom visitation and a post-conference after the classroom visitation. In keeping with best practices, an appeal process for questioning peer evaluations has been detailed in the *Policy on the Evaluation of Faculty Performance*. The results of the peer evaluation will be considered with all other measures for a given faculty member in the tenure, promotion, and merit review processes.

3.4.2.4 Department Chair Evaluation of Faculty

Another component of the annual Spring Evaluation of Faculty will be the Chair's evaluation of all full-time faculty, in keeping with the guidelines in the approved School's *Chair's Evaluation of Faculty Instrument*. Additionally, the Chair rates the *Annual Faculty Report and Self-Evaluation Document* submitted by the faculty member and summarizes the results of the peer evaluation. This summary is submitted to the School Dean, who submits an annual *Faculty Report* using the format provided by the Office of Academic Affairs, to the Provost. The Chair's evaluation will be considered with all other measures in the tenure, promotion, and merit review processes.

3.4.2.5 Faculty Evaluation of the Department Chair

During the School's Spring, evaluations, the School Dean will coordinate the faculty evaluation of the Department Chair utilizing the School's approved *Faculty Evaluation of Chairs Questionnaire* and *Guidelines*. All faculty evaluations will be confidentially forwarded to the School Dean who will summarize the results, file the individual evaluations, and forward his/her evaluation and the department's evaluation summary to the Provost. These evaluation results will be used in the reappointment and merit processes of the Chairs.

3.4.2.6 Faculty Evaluation of The Dean

During the School's Spring evaluations, the Provost will coordinate the Faculty and Chairs' evaluations of the school's Dean utilizing an approved evaluation form.

3.4.2.7 Faculty Evaluation of the Provost

During the School's Spring evaluation, the President will coordinate the Faculty and Deans' evaluations of the Provost utilizing an approved evaluation form.

3.4.2.8 Faculty Evaluation of The President

During the School's Spring evaluation, the Faculty will evaluate the President utilizing an approved evaluation form.

3.5 COMPREHENSIVE REVIEW OF TENURED FACULTY

In keeping with BOR *Policy II.1.19*, the University has implemented a periodic comprehensive review of tenured faculty as part of a broader faculty development program. Each tenured faculty member will undergo a comprehensive review every five years, beginning with a rotating cycle of faculty in the 1998-99 Academic year (See Appendix 8 for the complete BSU *Policy on the*

Comprehensive Review of Tenured Faculty.) The principles of implementation which shall guide these comprehensive periodic reviews of tenured faculty follow.

- The general purpose of the periodic review of tenured faculty shall be to foster faculty development and to assess individual faculty performance in order to reward performance and seek to improve performance, when appropriate, in keeping with the University's mission.
- The periodic review shall be a collegial assessment of teaching, research/scholarship, and service of individual faculty and shall provide an opportunity for faculty to review past performance and develop future plans in the context of Institutional and personal objectives.
- The periodic review also: shall be undertaken for the improvement of the academic program to which the reviewed faculty member contributes.
- The periodic review shall be conducted in a manner consistent with the preservation of academic freedom and research/scholarship.
- The periodic review shall not in any Way alter the accepted procedures for termination of faculty members; that is, the review itself may not be grounds for dismissal of tenured faculty, and any recommendation for separation must be subject to academic due process in the normal manner as outlined in the *BSU ART Policy*.
- The University shall commit the resources for proposed faculty development plans resulting from periodic reviews of tenured faculty.

3.6 FACULTY MERIT AWARDS

Annual salary increases, other than cost-of-living or equity increases, shall be based on the merit concept. Full-time faculty must score *above average* on the School performance instruments, described in *Sections 3.4.2.3-3.4.2.5 above*, to be eligible to apply for merit. The President shall determine the number of merit increments to be awarded annually to the faculty, if any, and the Provost, in collaboration with the Deans and Faculty Senate, will identify the criteria and implement the merit review process.

CHAPTER 4

4.0 FACULTY RIGHTS AND RESPONSIBILITIES

4.1 ACADEMIC FREEDOM

The University subscribes to the *1940 Statement of Principles on Academic Freedom* and tenure and the *1970 Interpretive Comments* of the American Association of University Professors (AAUP) and has established policies and procedures to implement the statements. The AAUP statements may be found in the Red Book.

4.2 ACADEMIC INTEGRITY

Institutions of higher education are conducted for the common good, not to further the interest of either the individual instructor or the institution as a whole. The common good depends upon the free search for truth and its free expression. Academic freedom is essential to this process, in both teaching and research. Moreover, academic freedom, in its teaching aspect, is fundamental for the protection of the rights of the teacher in teaching and of the students in learning. However, inherent in faculty academic freedom are both rights and responsibilities for maintaining academic integrity, as set forth in the following Board of Regents 1989 policy statement. (See *BSU Policy on Faculty, Student, and Institutional Rights and Responsibilities for Academic Integrity—III-1.00.*)

4.2.1 Faculty Role in Ensuring Academic Integrity

- A. Faculty members are required to deal directly with any academic infractions. Actions taken must reflect the seriousness of the infraction and could range from a verbal warning, administrative withdrawal, an assigned grade of “F” for the assignment or course, to dismissal from the University.
- B. The faculty member’s management of his/her classes, student participation in said classes, student expectations of the faculty member, and student academic integrity shall be governed by the following policy statements adopted by the Board of Regents.
 1. Faculty members shall enjoy freedom in the classroom to discuss all subject matter reasonably related to the course. In turn, they have the responsibility to encourage free and honest inquiry and expression on the part of the students.
 2. Faculty members, consistent with the principles of academic freedom, have the responsibility to present courses that are consistent with their descriptions in the catalog of the University. In addition, faculty members have the obligation to make students aware of the expectations in the course, the evaluation procedures, and grading policy.
 3. Faculty members are obligated to evaluate students fairly, equitably, and in a manner appropriate to the course and its objectives. Grades must be assigned without prejudice or bias.
 4. Faculty members shall make all reasonable efforts to prevent the occurrence of academic dishonesty through appropriate design and administration of assignments and

- examinations, careful safeguarding of course materials and examinations, and regular reassessment of evaluation procedures.
5. When instances of academic dishonesty are suspected, faculty members shall have the responsibility of ensuring that appropriate action is taken in accordance with University regulations specified in the *University Catalog*.

4.2.2 Procedures for Handling Suspected Academic Dishonesty

- A. A faculty member suspecting a student of academic dishonesty shall approach the student with his/her concern or suspicion.
- B. If the faculty member concludes that the suspected student act was unintentional, the faculty member shall inform the student of the policy statement herein on academic and scholarly pursuit.
- C. A faculty member with cause or evidence that a student has intentionally committed an act or acts of academic dishonesty may, depending upon the severity of the misconduct:
 1. verbally warn the student of his/her misconduct;
 2. assign a letter grade of “F” for the project or examination; or
 3. assign a letter grade of “F” and expel the student from the course for the remainder of the semester;
- D. If an “F” is assigned, the faculty member shall inform the Department Chair in writing of the student infraction.
- E. The Chair will provide a written statement of the assigned “F” to the Registrar who in turn will assign a letter grade of “F” on the student’s transcript.
- F. The Chair shall provide a written statement of the infraction and action to the School Dean, the Provost, and tire Director for Student Affairs.
- G. A student charged or accused of academic misconduct shall have the right of appeal, governed by Article *VII of the Code of Conduct*, as outlined in the Bowie State University Student Handbook, *The Connection* and the University Catalog.

4.3 TEAM TEACHING

Faculty members wishing to participate in team teaching will be required to specify the procedures involved and the level of collaboration. It is important that some understanding be established regarding the amount of time and effort each team member is expected to contribute to the class. **Team members should be prepared to participate in overall class design and attend all classes whether or not they are teaching on a given day. Team members should also meet on a regular basis to discuss and evaluate the given course.** A team, taught course should meet all requirements that are expected of any course taught at Bowie State University.

4.4 FACULTY EXCHANGE

Specific details for a faculty exchange, whether for a full academic year or for a single semester and whether for the totality of an instructor's teaching load or for some part of it, will be defined by mutual agreement between the Dean, Provost, and the Chief Academic Officer of the institution where the faculty exchange is to occur. The following general principles will govern all exchanges.

- In a one-for-one exchange of faculty, whether for a full year, a single semester or part of a single semester teaching load, the full salary of the faculty, members will continue to be paid by their Home Institution.
- In case of faculty exchange for a full year or a semester, the expected teaching load at Bowie State University will be 12 hours per semester, unless otherwise stipulated.

4.5 TEACHING ROLES AND RESPONSIBILITIES

In addition to the identified teaching schedule for each faculty member, each Department Chair shall annually discuss with the faculty expectations of agreed upon supplemental department duties such as advisement, curriculum development/revision, segmental reports, etc., designed to enhance the functioning, of the department and faculty development. This is normally negotiated by the faculty member and the Chair during their discussion of the faculty's *Faculty Development Plan* for the coming academic year. The *Faculty Development Plan* form is available in each academic department.

4.5.1 Course Syllabus Requirements and Guidelines

The faculty member develops syllabi for his/her assigned classes in accordance with University guidelines [Guidelines Are Based On NCATE Standards] for developing a course syllabus, for which a *matrix* is provided in Appendix 9. Students must receive a copy of the syllabus during the *first* meeting of the class. Three copies of the syllabus are to be given to the Department Chair during the first week of each semester in which the course is offered, and the Department Chair will provide one copy to the Dean.

4.5.2 Ordering Textbooks

Faculty members are to order all required textbooks and other required course materials through the University Bookstore. Appropriate forms and order deadlines are to be provided by the Bookstore Manager in a timely manner to the Department Chair who will disseminate the information to the faculty. Adhering to the provided time-line, faculty members should communicate with the Bookstore Manager to make sure that no problems will delay receipt of ordered texts by the beginning of the semester.

4.5.3 Verification of Official Class Enrollment

Each faculty member shall certify that each student in class is officially enrolled for that class. Verification instructions are provided by the Registrar's Office or the Department Chair and are attached to each official roster provided at the beginning of each semester. (The Department Chair

does have the capability of printing such rosters directly from the SIS.) If a student is not officially enrolled, the faculty member must advise the student of his/her responsibility to have his/her name officially placed on the roster via appropriate steps in the Office of the Registrar.

4.5.4 Maintenance of Class Records

Each faculty member shall maintain an accurate, current, and clearly organized record of each student's progress in the record book provided by the Department Chair or in an alternative form (such as an electronic record book) approved by the Department Chair. All grade books shall be maintained by the faculty member for no less than one academic year and one summer and then filed in the Department Office. Faculty members who resign or whose positions are terminated shall file their most current records with their Department Chair; this step shall be viewed as a part of the faculty member's clearance process.

4.5.5 Observance of Office Hours

Each faculty member shall be available to students for out-of-class conferences. Office hours for such conferences are to be posted on the instructor's office door. Each instructor must identify **no fewer than eight (8) hours per week for regularly scheduled office hours or two (2) hours per 3 credit course. Each adjunct faculty shall be required to provide a minimum Of two (2) hours per 3 credit course. Office hours should be apportioned equally between morning and afternoon to permit the maximum opportunity for student/teacher interactions. Moreover, the faculty should schedule hours on those days which are most beneficial to the students, which might include days on which a faculty member is not scheduled for classes.**

4.5.6 Submission of Final Grades

Each faculty member must use the official grade roster to record grades for each course as provided by the Office of the Registrar. The official grade roster for each course must be submitted to the Office of the Registrar in accordance with the published time schedule in the *Course Schedule Booklet*. Timely submission of grades ensures timely reporting to the students, which ensures that students know if they have to adjust their schedules for the following semester. (See Appendix 10 for the *BSU Policy on Grade Submission*.)

4.5.7 Change of Grades and Removal of Incomplete Grades

To change a student's grade, the faculty member must complete a *Change of Grade Form*, available in the Office of the Registrar and Department Office, including a specific justification for the grade change. All change of grade requests must be approved first by both the Department Chair and the School Dean. The School Dean shall submit the approved *Change of Grade Form* to the Office of the Registrar for processing. Change of grades should be based on the instructor's miscalculation, some documentation of performance which was not available at the time of the instructor's computation, or the student's documentation of medical reasons or "catastrophic" events' beyond his/her control, the latter, following the student's completion, of the required work. Normally, a request for a change of grade will be made no later than the semester immediately following that in which the grade was awarded. The preceding statements relate to both the change of a grade and the assigning of a grade for an "I".

4.5.8 Academic Advising and Student Mentoring.

Faculty members are encouraged to identify problems that have the potential to hinder a student's academic progress. Students with these problems should be referred to the appropriate campus department or service unit. Such problems might include physical disabilities, learning deficiencies, drug abuse, disruptive behavior, excessive absenteeism, etc. Most of the supportive units for such problems are administered by the Student Success and Retention Center which houses the Counseling and Student Development Center, Student Support Services, Academic Advisement Center and Testing, and Special Populations and International Student Services.

Each faculty member is required to provide timely, efficient, and carefully planned academic advisement to students. The University recognizes that academic advisement is one of the most important services provided by the faculty to students. On the other hand, the University recognizes that no action by a faculty member can be more detrimental to the University and the student than the providing of inaccurate, improper, and/or untimely academic information which may adversely affect a student's goal or objective.

Ultimately, it is the responsibility of the Department Chair to make certain that efficient and continuous academic advisement is provided by the department.

4.5.8.1 Faculty Advisors' Responsibilities

Because faculty have the most direct and frequent contact with students, each faculty member is expected to play a significant role in advising students. Faculty advisors must be prepared to assist students in many ways, including:

- To work with students as they try to analyze their career aspirations, appropriate major, and aptitude for these aspirations;
- To describe for the student the amount of time and effort, self-discipline, and perseverance that successful academic study requires;
- To help mobilize peer pressure as a positive rather than a negative influence on academic achievement;
- With the aid of the appropriate University catalog, to familiarize the student with the departmental discipline requirements, ancillary field(s) requirements, and the General Studies requirements;
- To familiarize the student with University facilities and regulations established to help him/her succeed academically and adjust socially;
- To help students acquire more expediently and fully the sense of direction and discipline they will need to be academically successful;
- To help generate among the students a greater sense of pride and commitment to the University;

- To explore career options and the job market with the student;
- To keep a record of each student's courses and performance, which record should be maintained in the Department File;
- To occasionally remind the students of other graduation requirements such as the English Proficiency Examination (EPE), the National Teachers Examination (NTE), Graduate Record Examinations (GRE), etc.;
- To inform the students of departmental and institutional changes which might/will affect their academic pursuit;
- To discuss students' mid-term performance and direct them to supportive units if needed; and
- To ensure that transfer credits are properly evaluated and recorded on a student's permanent record.

Each student should be advised on a case-by-case basis. Faculty may not advise students against taking any course, set of courses, or major on the basis of the students' condition of disability. However, faculty advisors may inform students with disabilities that they may experience difficulties as they proceed to complete requirements in some majors.

Reasonable accommodations will be made on a case-by-case basis. Faculty members who have additional information concerning disabled students should contact the Office of Student Affairs.

Since the University considers student advising to be an essential part of a faculty member's responsibilities, contributions to the area of advising by each faculty member shall be considered as a part of his/her teaching load in evaluations for tenure, promotion, merit pay and other forms of compensation.

4.5.8.2 Department's Responsibilities

Each Department or program is responsible for advising its majors. When an undergraduate student declares a major, the student is assigned to, or allowed to select, an advisor in the Department or Program. The student receives a catalog describing the requirements for the major and, if appropriate, a sample program outlining the sequence in which major requirements should be fulfilled.

Departments offering graduate programs also advise their graduate students. Each graduate student is assigned an advisor, and together the advisor and student generate a program of study that reflects the specific areas of interest to the student. Each department supports the advising activities of its faculty, and some departments designate faculty for specific student groups within the major.

Lower Division advisement is coordinated by the Center for Success and Retention, in collaboration with the academic department and the designated liaisons from each academic department.

4.6 STUDENT CLASS ATTENDANCE

Students are expected to attend all classes and laboratories. Faculty members should keep and maintain accurate class attendance records. After six absences from a day course or two absences from an evening course, a student should be reported to the Department Chair. A faculty member may recommend to the Department Chair and the School Dean that a student be withdrawn from a course for excessive absences. Official excuses for student absences are to be provided by the respective dean of his/her School. Students are required to submit such official excuses immediately upon their return to class. Faculty members should inform students of their responsibility to initiate a conference with the faculty member to seek guidance for making up work which was discussed/submitted during their officially excused absence.

4.7 PROCEDURES FOR STUDENT APPEAL OF A GRADE

Students who have documentation that an error was made in the determination of a course grade or desire to appeal a grade due to alleged arbitrary and capricious grading must first discuss the concern with the faculty member involved. If there are unresolved issues, the student may initiate the grade appeal process. The student may direct the appeal in writing, with documentation, through the appropriate channels: Instructor, Department Chair, School Dean, and Provost. The student must initiate the appeal no later than ten(10) working days, if for a course assignment grade, and no later than thirty (30) days from the end of the semester, if a course grade. Procedures are detailed below.

1. The student should initially consult with the instructor for a satisfactory resolution of the appeal. If the instructor is no longer with the University or if the student is unable to resolve the issue with the instructor, the student should contact the Department Chair.
2. The student must present the complaint in writing to the Chair of the Department in which the course was offered. If the department chair was the instructor of the course involved in the complaint, the student must present the complaint in writing to the School Dean.
3. If the complaint cannot be solved at the School Dean's level, the student must make a written, request within fifteen (15) days for a Hearing before an Appeals Committee appointed by the Provost. If the Committee finds that the student's request merits a Hearing, the Committee will notify the student, the instructor, the Chair, the Dean, and Provost of the time and location of the Hearing. If the Committee finds that the request does not merit a Hearing, the student and the instructor will be so notified. The Committee will make its recommendation to the Provost, and all parties will abide by the Provost's decision.

This Policy shall be superseded by any revisions made subsequent to the printing of this Catalog.

4.8 FACULTY NON-TEACHING RESPONSIBILITIES

4.8.1 Attendance at University Functions

Each faculty member is expected to participate in the activities of the academic community including such events as *the Fall Convocation, Spring Convocation, Founders Day, and Commencement*, etc. Faculty members are also expected to wear their academic regalia to the above referenced University events.

4.8.2 University and Community Service

Each faculty member is expected to participate and serve on departmental and University committees. Faculty members also are expected to be involved in community service whenever possible.

CHAPTER 5**5.0 FACULTY BENEFITS****5.1 OTHER FORMS OF COMPENSATION****5.1.1 Teaching Overloads**

A full-time faculty member may teach one course on an overload (day or evening) during each semester of the academic year for which he/she shall be paid an amount not to exceed that established by University policy. Special courses such as independent study and directed reading shall be excluded from the above course limitation. Faculty payment for such courses shall be a matter of individual negotiations between the University and affected faculty members.

The scheduling of a faculty member's course load shall be determined by the Department Chair in collaboration with the Dean and in compliance with University policy and shall at no time be contingent upon overload or other like contractual arrangements as noted above. A faculty member whose work load falls below twelve (12) credit hours because of course cancellation, insufficient class size, or similar causes shall be given first responsibility for teaching on the weekend school or at an off-campus center during that semester. The faculty member shall not receive overload compensation for such teaching until his/her load is more than the normal twelve credit hours.

5.1.2 Outside Employment

In general and in keeping with the implications of a full-time faculty appointment, a faculty member must not engage in outside employment which will detract from his/her professional commitment to the students and to the mission and goals of the University. However, with the consent of the President, a faculty member may engage in limited employment for compensation outside the University during the regular academic year, provided such employment will not interfere with the faculty member's duties at the University, including meetings, conferences with students, and the like. The *Policy on Outside Employment* and the *Outside Employment Form* are available in the Departmental Office, Office of the Dean and the Office of Academic Affairs.

5.2 FACULTY LEAVES**5.2.1 Sabbatical Leave**

Full-time tenured faculty and part-time tenured faculty with a six-year or more tenure at the University are eligible for sabbatical leave. Ordinarily, a leave of absence without pay shall not be regarded as service to the University for purposes of determining eligibility for sabbatical leave. Seniority, as reflected in length of service and faculty rank, shall usually be considered in the review of faculty for sabbatical leave. (See *BSU Policy II-2.00: Sabbatical Leave*.)

5.2.2 Leave of Absence Without Pay

Under certain conditions, the President or his/her designee may grant a faculty member leave of absence without pay. A primary consideration in the award of leave without pay is that it shall not substantially disrupt the academic program or unit of which the faculty member is a part.

Leave of absence without pay ordinarily shall be granted if the purpose of the leave is to advance the Institution's mission of teaching, research/scholarship, and service or to enhance the ability of the individual to support that mission. Leave without pay also may be granted for personal or health reasons. In no case shall a leave without pay extend beyond the termination of the individual's term of employment. (See *BSU Policy II.2.20: Leave Without Pay for Faculty*.)

5.2.3 Extended Faculty Absence

Extended faculty absences during the regular semester for reasons other than illness are granted only under exceptional circumstances and cannot be provided for routine occurrences such as national or international meetings. Approval for extended absences must conform to the following guidelines.

- Any faculty absence of more than five (5) working days for professional reasons must be approved in advance. Faculty who expect to be absent for more than ten (10) working days must make special arrangements through the Department Chair, School Dean, and the Provost before the beginning of the semester.
- Approval for extended absences must be granted by the Provost.
- The faculty member must submit an adequate plan for a substitute teacher and/or alternative activities for each class. Students must be given adequate warning regarding those classes that the instructor will miss.
- Compensation for a substitute instructor(s) must be arranged by the faculty member and may be the responsibility of the individual faculty. The question of compensation will be decided in each case, depending on the circumstances and the relationship of the purpose of the leave to the goals of the University.

5.2.4 Leave for Jury Service

A faculty member who is selected for jury duty shall notify his/her Department Chair of this selection without delay. The faculty member shall be permitted to be absent without loss of pay or charge to any leave for the day(s) of jury service. The employee shall be responsible for providing documentation which verifies attendance. If after reporting for jury duty it is determined that the individual's services are not required and the individual is dismissed for the day, then the individual, time permitting, is required to return to the job. When the public interest requires that this faculty member should not be absent, the School Dean shall recommend that the Provost request that the faculty member be excused from jury duty.

During the period of absence for jury duty, the faculty member is responsible for making arrangements for his/her classes. All plans are to receive prior approval of the Department Chair and School Dean.

5.2.5 Terminal Leave

Terminal leave is defined as a leave of absence with pay which at the time that the leave terminates also marks the termination of the faculty member's employment with the Institution. Terminal leave is generally viewed as beneficial to the University and its programs since it might provide a means to reallocate positions and other resources from low demand to high demand programs. The President may grant terminal leave upon application by the faculty member in accordance with *BSU Policy II-2.10: Terminal Leave*.

5.2.6 Annual Leave

A full-time faculty member serving on a twelve-month contract shall earn twenty-two (22) days of paid annual leave and three (3) days of paid personal leave per calendar year.

5.2.7 Sick and Accident Leave

Full-time faculty are entitled to both non-creditable and creditable sick leave for which they are eligible. The provisions for both types of sick leave and accident leave, including the conditions under which sick leave can be applied to retirement, are contained in *BSU Policy II-2.30, Policy on Accident Leave and Creditable and Non-Creditable Sick Leave for Faculty Members*, available in the Office of Human Resources, Office of the Dean, and Office of Academic Affairs.

5.2.7.1 Procedures for Positive Time Reporting by Faculty

Each faculty member, regardless of the source of funding or retirement system in which he or she is enrolled, who is employed at least 50 percent time must complete monthly positive time reports and sign the fiscal year summary record unless an exemption has been requested by the individual and approved by the President. The procedures below should be adhered to by each faculty and department.

1. Monthly *Faculty Report Forms* are to be completed and signed by each faculty member and submitted to the Department Chair for his/her signature. The original form for each faculty member is to be kept on file in the Office of the Dean.
2. The Department Chair is to complete a monthly *Faculty Report Form* and forward it to the School Dean for his/her signature. The original form for each Department. Chair is to be kept on file in the Office of the School Dean.
3. At the end of each academic year, an end-of-the-year summary is to be completed for each faculty member by the department's administrative assistant. The information from the monthly reporting forms is to be used to complete the *Faculty Leave Record Form* for each individual, including the Department Chair. These forms must be signed by the faculty member and the Chair. The originals, including those for all faculty and chairs, are forwarded to the School Dean for his/her signature.
4. The Dean forwards the originally signed *Faculty Leave Record Form* for all faculty and chairs to the Office of Human Resources, A copy of this form is maintained on file in the Office of the School Dean.

5.2.8 Family and Medical Leave

The BSU *Policy on Family and Medical Leave for Faculty*, in accordance with BOR Policy, provides eligible employees up to a maximum of twelve (12) weeks of unpaid leave during a twelve (12) month period for certain family and certain serious health condition reasons. A copy of the *Bowie State University Implementation Procedures for Family and Medical Leave* can be obtained from the Office of Human Resources.

5.3 UNIVERSITY EXCUSED ABSENCES

5.3.1 Absence for Religious Holidays

If a faculty member's teaching schedule interferes with a religious holiday, his/her absence is permitted, but the Department Chair must be notified in advance, and arrangements for class coverage must be made prior to the anticipated leave.

5.3.2 Absence for Voting

When the faculty member's teaching schedule does not permit voting during the hours the polls are open, his/her absence is permitted, but the Department Chair must be notified in advance, and arrangements for class coverage must be made prior to the leave.

5.3.3 Absence for Professional Development and Personal Reasons

Faculty members who require leave for professional development or personal reasons must receive permission from the Department Chair. Prior arrangements for class coverage must be made and submitted with the request, and such absences may not be more than five (5) days unless approved by the Dean and the Provost.

CHAPTER 6

6.0 FAIR PRACTICES

The University complies with all State and Federal Civil Rights laws and regulations, including the First, Firth, and Fourteenth Amendments to the *United States Constitution*. It is the policy and practice of Bowie State University that discrimination against any individual for reasons of race, color, religion, age, ancestry, national origin, sex, sexual orientation, disability, marital status, or veteran status shall be expressly prohibited. Additionally, reasonable accommodations shall be made available in both employment and educational programs for all qualified persons with disabilities. These commitments to non-discrimination apply to all facets of the University's operations and embrace all members of the University Community.

All University personnel are bound by the *Maryland Code of Fair Practices of 1988* promulgated by Executive Order of the Governor of Maryland. The President has delegated authority to ensure compliance of fair practices with the Equal Employment Officer (EEO). The EEO is responsible for the entire scope of fair practices in education and employment at the University, including the general oversight and implementation of all equal employment programs set forth in the Bowie State University *Fair Practices Program in Education and Employment* and in the *State of Maryland Desegregation Plans*. Additionally, the EEO is responsible for advising members of the University Community of their rights and responsibilities regarding Affirmative Action and Civil Rights, serving as the liaison with other State and Federal Civil Rights agencies and investigating and evaluating complaints of discrimination and harassment by employees, students, and interested third parties.

The Office of Equal Employment Opportunity (EEO) Programs was established by the President in 1997 to ensure fair practices throughout the University Community for students, faculty, and staff. The EEO Office is responsible for enforcing applicable civil rights laws to include: *Title VII of the 1964 Civil Rights Act, Equal Pay Act of 1964; Age in Discrimination Employment Act of 1967; Title IX of the 1972 Educational Amendments, Section 504; The Rehabilitation Act of 1972; The Americans with Disabilities Act of 1990; The 1991 Civil Rights, Annotated Code of Maryland Title 49B, Executive Order 11246*, and others. Additionally, the Office investigates allegations of discrimination based on the protected categories as prescribed by *Title VII, Title 49B*, and others; develops a confidential investigation process; answers external allegations of discrimination from agencies such as the Maryland Commission Human Relations, and reviews all university policies on a routine basis to assess the impact of all fair employment practices on its implementation.

The Office also conducts internal audits on university practices through the implementation and updating of the *University Affirmative Action Plan*; conducts training for the University Community on subjects such as Sexual Harassment, Performance Management Training, Discrimination in the Workplace, Affirmative Action Training implementation; Multicultural Diversity, and others. Finally, the Office monitors actions that could result in potential litigation, with the express mandate of the President to take any and all measures to prevent litigation or minimize or eliminate the impact such litigation would have on the University.

6.1 EQUAL OPPORTUNITY POLICY STATEMENT

Bowie State University shall not discriminate against any individual on the basis of race, color, religion, age, ancestry or national origin, sex, sexual orientation, disability, marital status, or veteran status. All policies, programs, and activities of the University are and shall be in conformity with all pertinent Federal and State laws of nondiscrimination including, but not limited to: *Title VI* and *Title VII* of the *Civil Rights Act of 1964*, as amended; *Title IX* of the *Education Amendments of 1972*; *The Equal Pay Act of 1963*; *The Age Act*; *The Americans with Disabilities Act of 1990*; *Federal Executive Order No. 11375*; and *Article 49B of the Annotated Code of Maryland*. This commitment applies in all areas and embraces students, faculty, and staff.

6.2 PROTECTIONS FOR THE UNIVERSITY COMMUNITY

1. Faculty/Employees

Faculty members and all employees of the University are protected from discrimination in various employment-related decisions on these bases: hiring, work assignments, working conditions, fringe benefits, evaluation of contract renewal, promotion, rank, tenure, and merit pay.

The University encourages complaints of discrimination on any of these bases to be brought immediately to the EEO Officer. Faculty members are advised to be fair and non-discriminatory when participating in the collegial processes such as hiring, peer evaluation for contract renewal, promotion, tenure, and merit pay decisions, and to base all collegial recommendations on academic advising, teaching, research/scholarship, and service criteria.

2. Students

Students, undergraduates and graduates of the University are protected from discrimination in education and employment-related decisions on the following bases: admissions, residence housing, awarding of financial assistance, and all decisions related to access and participation in educational, athletic, social, and cultural programs. This includes non-discrimination in such activities as course assignment, grading, academic progression, student work, scholarships, assignment of fees, job placement, and disciplinary action.

3. Visitors

Visitors of the University are protected from discrimination in all activities and services regulated, implemented or recommended by the University through any of its official agents. This non-discrimination policy also applies in those areas concerned with the University's dealings with outside organizations, including contractors, suppliers, and users of University facilities.

6.3 RESEARCH GRANTS AND CONTRACT AWARDS

Any faculty, staff, or student applying 1) for a federal grant/contract in which an in-the-workplace drug-free policy has been required, 2) for a "Pell Grant," or any other student/faculty grant/award or fellowship in which an in-the-work place drug-free policy has been required, or 3) for a subcontract with the Department of Defense will be required to comply with federal regulations.

1. Each individual must agree, in writing, to abide by the terms of the Bowie State University work place drug-free policy.
2. Each individual must notify the Office of Federal Research and Development of any criminal drug conviction occurring in the work place no later than five (5) days after conviction.

The University will be responsible for notifying any contracting or granting agency, within ten (10) working days of employee notification or otherwise receiving actual notice, of a conviction in (2) above.

3. If a grant or award is directly made to an individual rather than to the Institution, the individual will certify in writing to the Institution that he/she will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance in the workplace or while conducting any work activity with the grant/contract and will abide by the terms of the Bowie State University *Policy on Substance Abuse for Faculty, Staff, and Students*.

6.3.1 Relationships with External Contractors

The University is committed to encouraging all non-State entities who do business with the University or otherwise receive funds from the University to make a “good faith” effort to eliminate illegal drug abuse from their workplaces. Therefore, in accordance with *Executive Order 01.01.1089*, the University shall take whatever action is necessary and appropriate to require a drug-free workplace, in accordance with applicable Federal and State laws, of each recipient of a State contract, grant, loan, or other State funding instrument.

6.3.2 Policy on Faculty Patents

In order to safeguard the interests of the University, the public and potential inventors, it is deemed necessary to provide a procedure for the protection of inventions and discoveries as a result of research. This policy applies to all faculty, staff, and students engaged in teaching, research, and/or study in any of the various Departments of the University. [See BOR Policy]

6.4 RETRENCHMENT POLICY

6.4.1 Presidential Responsibility

It is understood that the President of Bowie State University bears institutional responsibility for determining whether retrenchment is needed in any program of the University. The guidelines and procedures set forth in this document are those which will be employed so that the faculty may assist the President in consideration of retrenchment decisions.

6.4.2 Mission and Goals

It is generally agreed that any retrenchment plan must take into account the announced’ goals and mission of the University. While mission and goal statements are subject to change through normal academic governance procedures in response both to internal developmental imperatives and to external mandates by the Board of Regents and the Maryland Higher Education Commission, the

present retrenchment policy reflects the current mission and goals of the University. Any changes in mission and goals may necessitate revision of the retrenchment policy to reflect those new realities.

The mission and goals of Bowie State University clearly state that “the highest priority of the University is to provide a sound liberal arts education based on science and technology for all students, regardless of their major or occupational ambitions.” To maintain consistency with the University’s official definition of its mission and goals, a basic liberal arts core should [however reduced] remain intact even, if retrenchment necessitates certain changes. Maintenance of such a core commits the University to a process of identifying for preservation those courses which comprise its “basic foundation,” the irreducible liberal arts and science component without which the Institution could not achieve its goals of liberal education. Identification of the “basic foundation” courses must begin with definitions generated in the academic departments themselves. These definitions shall be consistent with the University’s educational goals and based on the nature of each discipline and its mission and role within the University.

6.4.3 The Nature of the University

The University is an organization that is constantly changing in response to social needs and the discovery of new knowledge. While parts of it are declining, other parts are growing and developing. Therefore, human and fiscal resource allocations and reallocations may need to occur frequently as a means of maintaining a strong academic environment.

6.4.4 Imperatives for the Future

It is recognized that the institutional health of Bowie State University and the health of individual programs are affected by a variety of factors both internal and external to the University. It is the policy and intent of the administration, faculty, and librarians of the University to utilize faculty and library positions in a manner that is in agreement with the mission of the Institution. Furthermore, it is recognized that circumstances beyond the control of the University—lack of funds, reduction or discontinuance of a program, concentration, cognate or major area of an academic unit of a department, and changing demographics or educational priorities—may require the implementation of faculty/librarian retrenchment (including library technicians). Both demographic changes and state-level programmatic and fiscal decisions will require University response. When no growth periods occur for any department at the University, financial and human resources will be at a premium. Therefore, the University must have a variety of responses which can be utilized to maintain its institutional integrity.

6.4.5 Policy Guidelines

The policies of Bowie State University include:

- **Board of Regents Policy**—All elements of the retrenchment policy and procedures will be consistent with the Board of Regents *Policy on Faculty Retrenchment*. The *Faculty Retrenchment Policy* also must agree with any other Board of Regents policies applicable to the implementation of the University’s *Faculty Retrenchment*.

- **Programmatic and Financial Imperatives** - The guidelines given by the Board of Regents (*BOR II – 8.00-1*) indicate that the optimum utilization of faculty resources may call for a reduction in or reallocation of faculty at various times for various reasons, e.g. shifting enrollment patterns, changing program directions, restricted funding. They also pertain to the termination of the employment of faculty members because of a reduction or discontinuance of an academic program or department, reallocation of resources as a result of changing educational priorities, lack of funds, or the requirements of legislative or other mandates. The guidelines define reasons for retrenchment in broad terms.

6.4.6 Strategies for Flexibility

Bowie State University's approach seeks to maximize its resources, both human and fiscal, in order to remain programmatically and academically sound and budgetary healthy. Strategies that the University has used or may use to deal with enrollment and budget vicissitudes in the future include the following:

- A far tighter view of faculty and staff vacancies and a reallocation of resources from programs with declining enrollments to growth areas if other strategies are deemed untenable;
- The practice of split faculty loads when a faculty member has retooled in part or has an established competency in another department;
- More use of part-time and adjunct faculty to stretch institutional dollars within predefined limits which maintain the University's integrity;
- a continuation of the aggressive effort on the part of the Enrollment, Recruitment, and Registration Office and the involvement of ever greater numbers of faculty in the process of recruiting the very best students;
- a continuation of the University's aggressive, efforts to improve the retention of students;
- encouragement of early retirement of senior faculty, particularly-in those areas where decline is being experienced; early retirement is encouraged through commitment to continued quarter-time or even half-time teaching as long as the need exists;
- continuation of the practice of administrators; where feasible, teaching [on load] in the day program in an attempt to provide a small extra resource in meeting student needs;
- a regular Spring evaluation of productivity, department-by-department and program-by-program, with statistical analysis collected each semester and utilized in the assigning and reassigning of faculty positions as well as in the allocation of the part-time and adjunct instructional budget;
- on a regular basis, the scrutiny of cost-per-credit hour and cost-per-FTE faculty program-by-program as not only a cost control but also a planning strategy;

- having the Dean Of the Library regularly review library budget and allocations to various library departments in light of academic changes and utilization of services and collections, and shifting resources as necessary;
- continuing and increasing the School of Graduate Studies and Continuing Education programs as a major cushion against the shifts and decline in enrollment and specifically offering more opportunities for part-time students to have access to the day program as a way to increase FTE and to help offset the predicted decline in enrollment of full-time students;
- a regular programmatic analysis and development in terms of both need and cost as a long-range planning strategy and as an operational management technique;
- continued monitoring of administrative costs, particularly in the academic and service areas, with an ongoing cost analysis to ensure that personnel, programs, and processes are efficient and effective;
- continued commitment to more effective and controlled scheduling of classes and instructional programs to maximize utilization of facilities and faculty and to broaden scheduling opportunities for students; and
- emphasis on the significance of each hiring decision and seeking to hire individuals who will maintain the integrity of the Institution as well as enhance its academic environment.

6.4.7 Academic Planning

Bowie State University is committed to a program of detailed long-range planning which attempts to ensure the continued health of its total academic program. New programs are implemented through careful planning and assessment when the Institution has identified that it either possesses or is able to acquire the faculty and resource to mount a program. A key part of the Institution's stance for the future will be the commitment to a continued and expanded role for long-range planning which will bring together fiscal administrators and faculty leadership.

Such planning will need to be done in even more depth and based on a far more sophisticated database than has been the case in the past. The basic questions of institutional long-range planning are: where is society going to be in a decade; what are its needs going to be; how shall we reassess the region we serve in terms of evolving professional baccalaureate educational need; and finally taking these questions into consideration, in what programmatic directions for development does this suggest the Institution move?

6.4.8 Role of the Retrenchment Committee

The Retrenchment Committee will have the ongoing responsibility of advising the President of Bowie State University regarding not only retrenchment itself but also those conditions, both internal and external to the University, which might ultimately have an impact on retrenchment.

By creating this expanded Committee before actual retrenchment is invoked, the University ensures that the Committee will be able to fulfill its advisory responsibilities and conduct the research necessary to carry them out. Thus, the Committee will remain fully informed and, should

retrenchment become necessary, will be ready to take on the retrenchment responsibilities required of it.

Thus, a retrenchment document has been developed to ensure that the principles of equity and fairness accompany the implementation of retrenchment at Bowie State University.

The specific criteria, procedures, statistical data gathering techniques, exclusions, etc. are described in the *Retrenchment Document* found in Appendix 4.1.

6.5 BOWIE STATE UNIVERSITY RETRENCHMENT APPEALS POLICY

The University Retrenchment Appeals Policy is designed to help ensure that the rules and regulations governing academic freedom, due process, and grievances are carried out fairly and impartially. The University Retrenchment Appeals Committee considers all appeals made by faculty and appropriate librarians.

6.5.1 Appeals Procedures and Hearing Guidelines

Each tenured faculty member or professional librarian whose employment is to be terminated may file an appeal with the Office of the President only within twenty (20) calendar days after the date of notification. The appellant must set forth in writing the grounds for such an appeal as established by the Board of Regents and the University's *Retrenchment Policy*. The appellant shall bear the burden of proof. All data required by the *Retrenchment Policy* will be given due process consideration.

The written appeal and supporting documents will be forwarded by the President of the University to the Chair of the Retrenchment Appeals Committee.

Within five (5) calendar days of the receipt of the written appeal, the Chair of the Retrenchment Appeals Committee will set a time and place for the Appeal Hearing. The Chair will at that time apprise the appellant of his/her right to provide the Committee with a detailed statement of the grounds of his/her appeal and a list of any persons qualified to testify before the Committee on the substance of the appeal. The Appeal Hearing will be set between ten (10) and twenty (20) working days following receipt of the written appeal.

If the appellant intends to request these individuals to speak on his/her behalf, the appellant must state the qualifications of such witnesses in this appeal. The written statement and the list of witnesses must be given to the Chair of the Retrenchment Appeals Committee no later than five (5) working days before the date of the Appeal Hearing. No written evidence that has not been disclosed to the parties involved at least five (5) calendar days before the Hearing may be submitted for consideration by the Committee.

The purpose of the Hearing is to provide a fair and orderly forum for the presentation of evidence and views and for the questioning of witnesses by the Committee. The Hearing will be open unless the appellant requests that it be closed. However, the Committee does possess the discretion to close an Open Hearing only to discuss personnel matters affecting individuals other than the appellant. Faculty (both tenured and non-tenured) and librarians (both those with permanent status

and those without) will be notified of the time and place of the Open Hearing no less than three (3) Working days prior to the Hearing.

During the proceedings, the appellant will be allowed to have an advisor and/or counsel of his/her own choice. A representative from the AAUP or the American Library Association will be permitted by request of the appellant or Committee to attend, the Hearing as an observer.

At the Appeal Hearing, the appellant will be given the opportunity to comment without interruption on the grounds of his/her appeal. The appellant will be entitled to call necessary witnesses and present documentary evidence. The administration will cooperate with the Committee in securing witnesses and making available necessary evidence and documents.

After the appellant has spoken and after witnesses have testified at the request of the appellant, Committee members will have the opportunity to question and cross-examine all witnesses. The faculty member or librarian who is making the appeal and the administration also will have the right to question and cross-examine all witnesses. In the event that witnesses cannot appear, the Committee will determine whether in the interest of justice a written statement from an identified witness shall be disclosed at the proceedings. [In such a case, if possible, the Committee will provide the interrogatories.]

An electronic verbatim record of the Appeal Hearing or Hearings will be taken, and a typewritten copy will be made available by the President's Office, to the faculty member or librarian without cost at the appellant's request. A typewritten copy of the Hearing or Hearings also will be sent to the University Archives by the Chair of the Retrenchment Appeals Committee.

During the Open Hearing, the Committee will gather all relevant information pertaining to the appeal. Within a reasonable period of time after the Open Hearing, the Committee will meet in private session and discuss the evidence and views presented by the appellant, his/her witnesses, and the Equal Employment Opportunity Officer. The Committee will then render an opinion by simple majority vote with a quorum of at least seventy-five percent of members present and voting.

The Committee will, within five (5) working days of the conclusion of the Appeal Hearing, forward its recommendation in writing to the President of the University. Written minority opinions also may be sent to the President. Although the President shall consider the recommendation of the Committee, he/she will not be obligated to follow it. The final decision will rest with the President. The President shall notify the appellant of the recommendation of the Committee and his/her final decision within ten (10) calendar days following the conclusion of the Hearing.

The filing of an appeal or the appeal procedure shall not alter the effective date of termination unless the final decision of the President is to revoke the notice of termination.

6.6 POLICY AND PROCEDURES ON FACULTY GRIEVANCE

6.6.1 Policy and Purpose

Legitimate problems, differences of opinion, conflicts, or complaints sometimes arise in the relationship between the University as an employer and its faculty. Both the faculty member with

a grievance and the University benefit when the University responds to grievances promptly and fairly. Many such complaints can be resolved through informal discussions or formally through procedures available under the University *Policy on Appointment, Rank and Tenure of Faculty* or through various institutional procedures governing complaints of discrimination or sexual harassment. When complaints arise that cannot be resolved informally or through other university procedures, the procedures herein are available to faculty members to handle grievances in a timely, consistent, and reasonable manner. Grievant will not be reprimanded or discriminated against for filing a grievance.

6.6.2 Scope and Applicability

This policy shall apply to anyone holding a recognized faculty rank regardless of tenure status or percent time of employment, who has a complaint regarding any action or inaction by an academic administrator that he/she believes is unfair or was improperly reached. However, no complaint shall be reviewed under these faculty grievance procedures if:

- A. The complaint pertains to a subject that is reviewable under or is specifically excluded from review by any other University System of Maryland or Institutional policy;
- B. The complaint pertains to an official policy, regulation, or procedure of the University System of Maryland or the Institution; a decision or action by the Board of Regents, the Chancellor, or the President; or any matter the remedy for which, would contravene or interfere with any such official policy, regulation, procedure, decision, or action;
- C. The complaint pertains to broad areas of the fiscal management, staffing, or structure of the University System of Maryland or the Institution; or
- D. The resolution of the complaint is not under the control of the Institution and/or the University System of Maryland.

6.6.3 Guidelines and Standards

A. Filing a Grievance

A written and signed grievance must be filed with the Chair of the Faculty Grievance Committee within sixty calendar days following the administrative action or inaction prompting the grievance, or within sixty calendar days after the faculty member first knew or should have known of such action or inaction. However, days falling between June 15 and August 15 of any year shall not be counted in determining the sixty-day time period or any other time period contained in this policy. Grievances by more than one faculty member may be combined into a single grievance, if each faculty member signs the grievance and the material facts and issues are substantially the same.

B. The Faculty Grievance Committee

A Faculty Grievance Committee consisting of seven (7) tenured faculty members shall be elected annually from the faculty at-large. The Committee shall elect a Chair from among the committee members. Any member of the committee shall be entitled to dismiss himself/herself if such member feels that he/she has a conflict of interest that would result in an inability to render an

impartial decision in a particular case; or the Committee, by majority vote, may determine that such a disqualifying conflict of interest exists and may dismiss any committee member. In the event of a tie vote, the Chair shall make such determination. The grievant may challenge any member of the Committee based on the member's alleged inability to render an impartial verdict, and the Committee by majority vote may dismiss such member. A disqualified Committee member shall be replaced by a faculty member from the same School. The Committee shall elect a Secretary who shall be responsible for keeping a record of the grievance filed, notifying persons involved, retaining copies of all documents and evidence related to the grievance, and making arrangements for the Hearing to be tape recorded.

C. Informal Resolution

Once a grievance has been filed, any applicable time frames may be stayed by the Committee Chair at the request of the grievant to permit adequate time to address and resolve the grievance through informal discussions or mediation. The grievance will be considered resolved through informal resolution if all parties sign a confidential written statement describing how the grievance has been resolved. The original of such statement shall be maintained in the Office of the Provost.

D. The Grievance Hearing

The Faculty Grievance Committee shall convene a Hearing at a time convenient to all parties within thirty days following receipt of the written grievance, and shall provide written notice of the date and time to all parties. Such hearing shall be open to the public unless one or both parties request it to be closed. No individual may be represented by an attorney before the Faculty Grievance Committee unless that individual is facing criminal charges relating to the subject of the grievance. The grievant shall be responsible for demonstrating the merits of his/her grievance at the Hearing. He/she must demonstrate by a preponderance of the evidence that the action or inaction complained of occurred, that it adversely affects him/her; and that a remedy is reasonable and proper.

E. Conduct of the Hearing

Both the faculty member and the University administrator (or his/her designee) responsible for the action or inaction complained of shall have the opportunity to make opening and closing statements, to examine and cross-examine witnesses, and to present documentary evidence. Either party may request in writing in advance of the Hearing that the Chair contact witnesses and request their appearance at the Hearing. The Chair shall honor such request unless he/she determines that it is unreasonable or that the testimony sought would be irrelevant to the issues in the Hearing or unnecessarily redundant. Members of the Committee may question witnesses and call their own witnesses as they deem necessary. The Chair shall be responsible for conducting the Hearing in an efficient and decorous manner and shall, in consultation with other committee members as he/she deems necessary, rule on all procedural and substantive matters relating to the conduct of the Hearing. The formal rules of evidence applicable to judicial proceedings shall not apply in the Hearing. The Committee may receive such evidence as a reasonable person would consider reliable in making important personal decisions, and the Chair shall make rulings on issues of relevance and admissibility. The Chair may set reasonable limits on the presentation of evidence and may exclude redundant or irrelevant evidence.

At any step of the grievance process, the Committee may request advice of legal counsel, through the President, on significant legal issues. A tape recording shall be made of the Hearing, and copies shall be made available to parties for cost upon request. A record shall be kept of all proceedings and documents entered into evidence.

F. Deliberations, Findings, and Recommendations

Only evidence, officially received at the Hearing shall be considered by the Committee. The Committee shall conduct its deliberations privately and shall not record such deliberations. The Chair shall prepare a written report of its findings including the reasons for its findings, its recommendations, and any dissent. Each member of the Committee shall sign and date the report. The report shall be sent to the President and to all parties within ten days following the conclusion of the hearings.

G. Written Exceptions

Within five working days of receipt of the Committee's written findings and recommendations, the faculty member may file written exceptions to the Committee's report to the President based on only the following grounds: (1) The Committee's failure to follow the procedures specified herein in a manner that substantially prejudiced the grievant; (2) Bias on the part of one or more of the Committee members; (3) Inconsistent or overly severe penalties recommended by the Committee; or (4) Failure by the Committee to consider all the evidence.

H. President's Decision

Within ten (10) days after receiving the Committee's report or the faculty member's written exceptions to that report, the President shall report in writing to all parties and the Chair of the Faculty Grievance Committee his/her decision in the matter and what action, if any, will be taken. It is expected that the President will give great weight to the findings and recommendations of the Faculty Grievance Committee. However, if the recommendations of the Committee are not implemented, a written explanation of this decision shall be provided to all of the above parties.

The President's decision is final.

6.7 UNIVERSITY-WIDE PROHIBITIONS

6.7.1 Policy on Race, Ethnicity, And Religious Harassment/Discrimination

Bowie State University is dedicated to a vigorous intellectual life based on scholarship and learning. A fundamental premise of the academy is respect for each individual's right to participate and learn in a climate free from racism, prejudice, and biased practices. Racism and other forms of discrimination may be observed as explicit abuse, threatening or directly harmful actions, or subtle devaluation of an individual based on race, ethnicity, or religion. Such behaviors demean the entire academic community and will not be tolerated by the University.

The University community, faculty, administrators, staff, and students are expected to demonstrate respect toward all of its members and to actively facilitate the creation and maintenance of a positive and constructive milieu. For example, it is the responsibility of administrators to formulate and implement fair and effective practices to prevent discrimination and to respond promptly and consistently to complaints. It is the responsibility of faculty to provide a classroom environment which discourages discriminatory behavior and to deal constructively with such behavior should it occur. Evaluations of the performance, including merit as appropriate, of faculty, staff, and students should not be based on assumptions, expectations, or attitudes related to race, sex, or religion. Additionally, all administrators, faculty, and staff are responsible for non-discriminatory behavior in their interpersonal communications with colleagues, staff, and students. In all interactions, a model of acceptance of cultural diversity should be fostered by the University community, faculty, administrators, staff, and students.

Failure of those in authority to address discriminatory harassment will constitute a violation of this policy, just as with the original acts of discrimination. Behaviors found to be threatening or harmful to an individual may result in disciplinary action. Each office and person involved in advising complainants on sources of assistance should avoid comments that might dissuade complainants from pursuing their rights or which may constitute direct/indirect threats of reprisal. Such behavior is discriminatory in itself and is in violation of this policy.

Any individual will have up to 180 calendar days after the alleged occurrence(s) to file a formal complaint with the University, in addition, a complaint may be filed with the Equal Employment Opportunity Commission (EEOC) or the Maryland Commission on Human Relations. Race, ethnicity, and religious discrimination/harassment in the University is a prohibited practice *under Section 703 of Title VII of the 1964 Civil Rights Act, the Federal Executive Order 11246 (1965) and Article 49B of the Annotated Code of Maryland*. It is the policy of the University to enforce all State and Federal laws preventing discrimination and to create an environment free of racial harassment and other forms of discrimination.

6.7.2 Bowie State Policy Prohibiting Sexual Harassment

Bowie State University is committed to maintaining a working and learning environment in which faculty, staff, and students can develop intellectually, professionally, personally, and socially free from intimidation, fear, coercion, and reprisal. Sexual harassment is a form of illegal gender discrimination. Sexual harassment between faculty and students or supervisors and subordinates exploits the unequal power structure inherent in these professional relationships and will not be

tolerated by the University. Sexual harassment may occur between people of the same or different gender. Sexual harassment is an infringement on the individual's right to work and study in an environment free from unwanted sexual attention and sexual pressure of any kind. Sexual harassment by BSU faculty, students, volunteers, and contractors is expressly prohibited.[Appendix]

6.7.3 Guidelines for Campus Religious Activities

Bowie State University reaffirms the freedom of students, faculty, and staff to exercise religious choice; therefore, the University does not legislate nor bind with policy its support for this most necessary freedom. Bowie State University also reaffirms that students, faculty, and staff have the right to have their religious needs met. The campus ministries exist at Bowie State as a service to the entire campus community. Therefore, ministries are self-determined by their own creativity and the needs of their constituencies. Space for religious services is obtained through normal channels.

Bowie State University does not encourage official use of prayer or other religious practices at University-sponsored events. Questions regarding the appropriateness of a prayer or religious practice or the wording of a particular prayer may be referred to the Provost.

6.7.4 State and University Policy on Smoking

In order to provide a healthful environment in buildings and vehicles occupied by State of Maryland agencies and employees, the President of the University has enacted the State of Maryland's *Executive Order 01.01.1992.20* for compliance by all employees, clients, and visitors. In general, except as provided in paragraph A. (30(a), smoking or carrying any lighted tobacco product is prohibited in all State buildings and facilities, in all space leased or rented by the State, and in government operated shuttle buses. (See Appendix 4.3 for the full *Policy on Smoking*.)

6.7.5 Policy On Substance Abuse

The use of controlled substances and the abuse of alcohol present a serious threat to individual health and everyone's safety. Moreover, the use of illegal drugs and the abuse of alcohol can result in less than complete reliability, stability, and good judgment which are inconsistent with the standards set for the faculty, staff, and students of this University.

Bowie State University as an employer strives to maintain a workplace free from the illegal use, distribution, or possession of controlled substances. Any person found to be participating in such activity will be subject to administrative disciplinary action, mandatory counseling and treatment, and/or criminal proceedings; moreover, all employees and student employees are subject to the State of Maryland's *Executive Order 01.01.1991-96* on the Drug and Alcohol Free Work Place.

A Campus Coordinator appointed by the President shall be responsible for all substance and alcohol abuse programs. This administrator will be responsible to the President for the implementation of this Policy and the University's drug-free workplace and drug-free campus policies. The President shall also hold responsible all faculty, staff, and students for supporting the Campus Coordinator, especially those who occupy positions, of leadership and supervision.

6.7.6 Alcohol Use Prohibitions

Any person using alcoholic beverages at any time and at any place while on the campus of the University is responsible to civil and University authorities for compliance with State and County laws.

- It is against State of Maryland law for anyone under the age of 21 to purchase, possess, or consume alcoholic beverages.
- It is Unlawful for any minor to knowingly and willfully make, misrepresentation or false statement to his/her age in order to obtain alcoholic beverages.
- It is unlawful for any person to purchase alcoholic beverages for consumption by an individual who is known to be a minor.
- It is unlawful for any person to possess open containers of any alcoholic beverage in a public place.

Policies concerning the possession and/or use of alcoholic beverages on campus and at special University/community events shall be the delegated responsibility of the Provost.

6.7.6.1 Substance Abuse Education

In accordance with federal legislation, the University will distribute an annual written statement to employees and students of:

- the dangers of drug abuse in the workplace (to include student employees);
- the Institution's policy of maintaining a drug-free workplace and a, drug-free campus;
- standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on University property or as part of any University activities;
- a description of applicable legal sanctions under Local, State, or Federal law;
- a description of health risks associated with the use of illicit drugs and the abuse of alcohol;
- a description of available drug or alcohol counseling, treatment, or rehabilitation and/or reentry programs; and
- a clear statement of the disciplinary sanctions that the University will impose on students and employees.

6.7.6.2 Policy on Suspected Drug Use, Possession, or Sale

The use, possession, or sale of illegal drugs is a violation of State and Federal laws for which all offenders are subject to arrest and criminal prosecution, as well as University disciplinary action. These serious offenses must be handled in ways to ensure the guarding of evidence, the protection of civil rights of the accused, and notification of the proper authorities. To this end, specific procedures outlined are to be followed in any campus situation where substances are suspected to be illegal drugs.

Any individual, student, or employee directly associated with the University System of Maryland who uses or becomes involved with illegal drugs without proper medical supervision shall be subject to discipline, including suspension, or dismissal from the State University and college, system, as may be appropriate.

Students, faculty, and staff in their routine activities may observe suspected illegal drug activities. As a result, some staff members may become involved in the determination of disciplinary action that follows suspected use, possession, or distribution of an illegal substance.

The University reserves the right to conduct drug testing consistent with applicable Federal and State laws.

6.7.6.3 Procedures for Reporting Substance Abuse

The following information shall provide the basic guidelines for the reporting of student or employee drug use, possession, sale, or distribution. Other procedures to be followed have been specified in other sections of this Policy.

Upon observing or receiving a report of suspected use, possession, or distribution of an illegal drug or the illegal use of alcohol, faculty staff, and/or students shall proceed in the following manner:

Step One: Report suspicions of illegal drug/or alcohol use or possession to the administrator of your area or the appropriate vice president. Any faculty or staff member who observes the workplace use or possession of illegal drugs or alcohol must take appropriate action.

Students observing drug activity in the residence halls should notify a residence staff member/area coordinator. These administrators will notify the appropriate authorities and take appropriate action.

Step Two: The suspecting individual should use judicious thought and sound judgment when approaching individuals suspected of illegal drug or alcohol use, possession, or distribution. It is preferable to leave drugs or alcohol in their original location until the authorities take action.

Step Three: The University administration will determine if State or Federal laws may have been violated. University employees should not become involved in mediating any situation involving illegal drug or alcohol use.

6.7.6.4 Penalties for Substance Abuse

A. Penalties for Faculty

Bowie State University strongly encourages the use of drug rehabilitation programs as an effective measure in creating a drug-free workplace program. However, additional penalties may be implemented up to and including reprimand, suspension, mandatory counseling, mandatory participation in a drug rehabilitation program, and/or dismissal. Appropriate University grievance procedures shall be used for each classification of employee.

Any individual who has been convicted of a controlled dangerous substance offense on or after January 1, 1991, shall be required to disclose that fact when applying for a license or a license renewal. The licensing authority may refuse to issue the license or impose appropriate conditions on the license, except for non-commercial driver's licenses. (*Maryland Drug Enforcement Act of 1990.*)

Maryland law [*Art. 27, 8, 286, and 287 Annotated Code of Maryland (1990)*] states that persons who manufacture, distribute, dispense, or possess a controlled dangerous substance may be subject to imprisonment (length of time varies) and fines (\$15,000 and up).

6.7.6.5 Acknowledgment of Drug Abuse Policy

All employees of the University will certify to the Office of Human Resources or the Payroll Office that they have received a copy of this Policy; their signature will be their acknowledgment of the drug and alcohol abuse policies of the University.

6.7.7 Statement on Weapons

The wearing, carrying, or transporting of a handgun is not permitted on property owned by or under the control of Bowie State University or during participation in on-campus activities sponsored by the University.

Law enforcement personnel of the United States, State of Maryland, or of any county or city of this State are authorized to wear, carry, or transport a weapon as part of their official equipment. Such law enforcement officers shall advise the Director of Public Safety of their course enrollment and adhere to any conditions the Director deems reasonable regarding the carrying, wearing, or transporting of a handgun at the University.

Each semester it shall be the responsibility of the Director of Public Safety to inform the instructor in writing of a student authorized to carry a weapon on campus and the terms and conditions under which such a student may carry, wear, or transport a handgun into a classroom, instructors having questions about the terms and conditions shall contact the Director, not the student, for clarification.

Any member of the University community who violates this policy will be dismissed from the University.

CHAPTER 7**7.0 EXTERNAL RELATIONS****7.1.1 Policy on Publications and Public Relations**

The official source for non-statistical information about Bowie State University is the Office of University Relations and Marketing. University statements about events, policies, and other items of interest to local media are released only by the Office of University Relations and Marketing.

The Director of University Relations and Marketing has been designated by the President as an official spokesperson for the University. All major University publications directed to an external audience and all news releases, publicity, advertising, and media contacts must be arranged through his/her Office. Additionally, all University publications, including those prepared by departments and units, should be reviewed by the Office of University Relations and Marketing prior to printing publishing, or distribution.

The staff members of the Office of University Relations and Marketing are available for consultation with administrative and academic departments, student organizations, and faculty members regarding public relations, publicity, and advertising.

Requests (such as for souvenirs to be given to visiting, groups), and issues relative to appropriate protocol for distinguished visitors are the responsibility of the Office of University Relations and Marketing.

The Office of University Relations and Marketing is responsible for the standards regarding use of Bowie State University's logo and its non-discrimination compliance statement which must be printed in all publications prepared for off-campus use or for campus-wide distribution.

Bowie State University is in compliance with Federal and State regulations regarding nondiscrimination on the basis of race, color, national origin, religion, sex, marital status, sexual orientation, age, political affiliation, veteran status, condition of handicap, or other prohibited reason. For further information, contact the BSU Affirmative Action and Equal Employment Officer.

7.1.2 Policy On Solicitation Of Advertising

The Office of Institutional Advancement is responsible and held accountable by the President for all external affairs of the University and specifically for contacts which can affect the image of the Institution and/or result in monies being generated for the University (either through advertising or donations). As some advertisers do not view University advertising as a preferred means of spending their advertising budget but rather view it as a contribution, strict adherence to this policy is required.

This policy applies to all forms of advertising solicitations, including such things as programs, calendars, novelty items, and yearbooks. This policy exists to ensure that advertisers in various University publications and on all other types of merchandise are not subjected to multiple or unauthorized solicitation. The Office of University Relations and Marketing manages the day-to-

day implementation of this policy. Thus, before planning to solicit advertising, each department or organization must arrange a meeting with the Director of University Relations and Marketing.

7.2 EXTERNAL FUNDING

Bowie State University is authorized to receive, with approval of the Governor, grants or funds to support activities that are not a part of its approved operating budget. The responsibility for officially seeking and processing financial support for the University falls within the Office of Institutional Advancement. This Office serves as a clearinghouse for all proposals submitted to corporations, foundations, businesses, and private donors, including individuals and special group organizations.

All prospective requests for external funds should be discussed and approved in concept by the proposer's department or unit and, when appropriate, the Vice President of the area prior to development of the request.

In addition, to prevent duplication of well-intentioned efforts and to avoid the embarrassing situation caused by one agency or private donor receiving several calls or proposals from the University, all members of the University community--- faculty, staff, students—shall contact the Office of Federal Research and Development (OFR&D) for local, State, and Federal support or the Office of Institutional Advancement for corporate, foundation, and private support. When calling these offices, University members should discuss: the idea, project, program, or activity for which they seek funding, receive written clearance to pursue the project, and establish a timeline for its Completion.

When completed, draft proposals should be submitted to the OFR&D or the Office of Institutional Advancement for review. These offices can also provide guidance during the writing of the proposals and, for Federal Programs, should be consulted for assistance with determining a budget.

No proposal for external funding may be submitted without the authorization of appropriate University officials. **A Routing Form** identifying these officials must be submitted with the completed proposal. The internal approval process takes time, and care should be taken to complete the proposal so that persons who must sign off on it have time to review the document. The final authorization must come from the President of the University, who must receive the proposed submission **at least four working days prior to submission date**. PERSONS WHO PRESENT PROPOSALS FOR SIGNATURE WITH LESS THAN THE REQUIRED REVIEW TIME RUN THE RISK OF FAILING TO GAIN THE NECESSARY AUTHORIZATION IN TIME TO MEET THE DEADLINES OF FUNDING AGENCIES.

7.3 GRANTS AND SPONSORED RESEARCH

The OFR&D desires to promote, facilitate and maintain the research, service and training activities sponsored by external federal and private agencies. The purpose of this thrust is to render meaningful support to faculty, students, and staff in their pursuit of grants and contracts. The ultimate goal is to foster the research enterprise in such a way that it supports the University's goals of *excellence in learning*.

7.3.1 Protection of Human Participants In Research Conducted By Or With Faculty, Staff, and Students

Any research that involves human participants must be reviewed by the Bowie State University Institutional Review Board (IRB) for approval before the initiation of the study. An *Application for Approval of the Use of Human Participants in Research* is needed. The Federal government requires that research activities be monitored by a Review Board. This Board reviews proposals for research studies in order to protect the rights and welfare of participants in research projects and to help ensure that the benefits of the research outweigh the risks inherent in the project. Projects involving human participants must be reviewed by the IRB at least annually. The Board is composed of at least eight faculty members with diverse backgrounds and competencies. It must also include at least one member whose primary concern is non-scientific and at least one person with no ties to the University. The regulations governing the protection of human participants and the operations of the Review Board are found in the *Code of Federal Regulations, Title 45—Public Welfare, Part 46—Protection of Human Participants (45CFR46)*. These regulations are subject to change that would affect the procedures and concerns of the Office of Federal Research and Development. The Director of OFR&D is responsible for alerting University administrators of any changes.

All Principal Investigators, regardless of their status as faculty, staff, or students and regardless of their funding source, who are conducting research projects that involve the participation of human participants must submit to the OFR&D a completed *Application of Approval of Research Involving the Use of Human Subjects*. Some projects may be considered “Exempt” or “Expedited” from full IRB review, but a determination of this status must be made by the IRB based on the application form.

The IRB will review all applications and the materials submitted by investigators and may invite the investigators to a meeting of the Board to answer any remaining questions. The IRB is responsible for (1) protecting the rights of participants, including privacy and protection from physical, mental, and social harm; (2) protecting Bowie State University, its employees, and students from placing persons at unnecessary risk; and (3) making certain that if any risk to participants exists, the value of the research justifies the risk.

After the OFR&D approves a research project, a *Notice of Approval* will be sent from the OFR&D to the Principal Investigator. If there are any substantive changes in the approved research project, another application for approval must be submitted to the OFR&D prior to the implementation of such changes. All research projects that last more than one year must be approved each year by the OFR&D, and the Principal Investigator is responsible for submitting an application, for approval each year.

The President, on advice from Bowie State University’s Scholarly Misconduct Committee (SMC), has authority to suspend or terminate approval of research that is not being conducted in accordance with its decisions, conditions, and requirements or that has been associated with unwarranted risk to participants. Researchers who do not comply with SMC policies or rulings will be reported by the SMC to the researcher’s Department and to the funding agency, if appropriate. The SMC Director will also file a formal allegation in writing requesting a scholarly misconduct inquiry of the project. Guidelines and form may be obtained from the OFR&D.

7.3.2 Policy on Allegations of Scholarly Misconduct

Bowie State University continues to commit itself to the highest standards of integrity in scholarly endeavors, to prevent misconduct where possible, and to promptly and fairly evaluate and resolve cases of alleged or apparent misconduct. The overall philosophy regarding both scholarly integrity and scholarly misconduct is based on the BOR Policy III-1.10: Policy on Misconduct in Scholarly Work, The purposes of this document are: (1) to outline the procedures to be used in dealing with allegations of scholarly misconduct; (2) to specify the rights and responsibilities of both the accuser and respondent during this process; (3) to identify the sanctions that may be applied in the event of a positive finding of misconduct; (4) to outline the options that exist if an accusation of misconduct is unfounded.

Implementation of these policies and procedures will be paralleled by an effort to increase the awareness of the University community with respect to ethical issues associated with Scholarly activity, to conduct an annual review of procedures and practices that promote integrity in scholarly efforts, and to conduct a review of those practices that may inadvertently provide incentives for misconduct. The BOR Policy exists only for those rare instances where there is a failure to meet universally accepted ethical standards.

All members of the University community share responsibility for developing and maintaining standards for the ethical conduct of scholarly activities and for the detection of abuse of these standards. Primary responsibility for the integrity of scholarly efforts rests with the Principal Investigator in the case of faculty research. Responsibility for joint faculty and undergraduate or graduate research projects is Shared by the student and the principal faculty advisor. The University considers any demonstrated incident of scholarly misconduct to be a breach of contract, Whether stated or implied, and it will apply whatever sanctions are warranted by the particular form of misconduct.

Scholarly misconduct refers to inappropriate behavior related to the conduct of research or other scholarly and artistic efforts. The definitions, policies, and procedures described here are not designed for all violations of academic ethics. For example, the misconduct of students during examinations and acts of discrimination based on race, gender, age or religion are not addressed as they are covered by other University policies. Misconduct in scholarly efforts can take many forms and is generally defined as a serious deviation from accepted standards and practices in proposing, conducting, or in reporting the results of scholarly activity. The major categories include:

- Fraud - Fabrication, falsification, and knowing misrepresentation of one's own work or the work of others.
- Improper Authorship - including plagiarism, the improper assignment of credit, such as excluding others who have made a significant contribution, claiming the work of another as one's own; submission of multi-authored works without the concurrence of all authors, which includes such aspects as the order of authorship and the number of authors.

- Violation of Accepted Research Practices - including willful, improper manipulation of experiments to obtain desired results, or omission of data or other information which would contradict or alter the conclusions of the study.
- Violation of Federal, State, or Institutional Rules Governing Research - including but not limited to those regarding misuse or misappropriation of funds, from either intramural or extramural sources and misuse of animals, human subjects, controlled substances, and hazardous biological, radioactive, or chemical materials.
- Inappropriate Behavior in Relation to Misconduct-including failure to report known misconduct or failure to report evidence of misconduct or circumstances indicating misconduct; withholding or destroying data and/or other information related to alleged misconduct; retaliation against individuals reporting or investigating misconduct; and knowingly filing a false allegation of misconduct.
- Abuse of Confidentiality - including improper use of information or influence gained by privileged access such as service on peer review panels, editorial boards, etc., and the improper use of personal information gained in the course of research using human subjects.
- Misuse of Funds - including the misappropriation of funds or resources such as the misuse of funds for personal gain.

7.3.3 Procedures for Reporting and Investigating Allegations of Scholarly Misconduct

The procedures that follow are intended to promote due process and ensure the affected individuals a timely, fair, and confidential review of any allegation of misconduct. Toward this end, the process will have two phases: (1) an inquiry to determine the facts associated with the allegation of misconduct and (2) an investigation to establish the veracity of the charges and to recommend appropriate sanctions.

If at anytime during the inquiry or investigation phases it appears fairly certain that the alleged misconduct might create a health or animal subject or safety hazard, involve State or Federal equipment or funds, adversely affect humans, or involve a need to protect the interests of the persons making the allegation or the individual who is the subject of the investigation and any associates, then the President of the University shall take steps to prevent abuses and protect the rights of all individuals involved, pending the outcome of the process.

Only if any of the conditions in the previous paragraph apply, or it is probable that the alleged incident will be made public, or there is a reasonable indication of a possible criminal Violation, the President of the University must notify the University System of Maryland Board of Regents. Also, if the research is federally funded, the Chairman of the Scholarly Misconduct Committee (SMC) will comply with all pertinent Federal regulations regarding the notification of the appropriate offices of the Federal agency.

If the alleged misconduct involves the performance of scholarly Work supported by an external sponsor, the Institution must inform the sponsor when an investigation is initiated if the sponsor

so requires. The notification should provide sufficient information to satisfy the University's obligation to the sponsor, but in the interests of protecting the reputations that might be damaged unjustly, a detailed report may await the conclusion of the investigation.

7.3.4 Reporting An Allegation

A person with knowledge of scholarly misconduct must, report the allegation in writing to the Chairman of the SMC. Oral reports to others or to the Chairman of the Scholarly Misconduct Committee(SMC) will not be considered formal allegations.

The Chairman of the SMC will communicate expediently the initial allegation of misconduct to the immediate supervisor of the individual charged with misconduct. The supervisor will undertake a limited inquiry to determine whether the allegation appears to be well founded and report to the Chairman of SMC. The Chairman of SMC will immediately notify the Provost and Senior Vice President for Academic Affairs and the President. The Chairman of the SMC will send written notification to the individual suspected of misconduct when the charge has been finalized. The Chairman of the SMC will then setup an ad hoc SMC of Inquiry. The SMC of Inquiry will be composed of five (5) faculty members, with up to three (3) additional members if the Committee requires additional expertise to judge the details of the allegation. All members of the SMC of Inquiry will be appointed by the President of the University or his/her designee. The members of the Committee of Inquiry must be persons who have no direct professional or personal involvement with either the complainant or the respondent.

The Chairman of the SMC will convene the Committee within 15 working days after receiving the formal allegation of misconduct. The SMC will operate in a manner that will maintain confidentiality regarding the allegation to the degree compatible with accomplishing the purposes of the Inquiry.

The Inquiry is informal, brief, and intended only as a fact-finding process. Principal parties may confer with legal counsel at this stage, but they must speak for themselves. This process does not have the jurisdiction of a court of law and it should not emulate the style of a court. The respondent must comply with all requests for information from the SMC of Inquiry. The complainant and respondent may present information, expert opinions, records, and other pertinent data. The Committee may request documents necessary to complete its work. All parties must receive timely copies of all documents submitted by any of the principals.

The conclusions, of the SMC of Inquiry will be conveyed in writing to the respondent, the complainant, the immediate supervisor, the Chairman of the SMC, the Provost, and the President, within 45 days of receipt of the allegation. The report will state what evidence was reviewed, summarize respondent comments on the report, and include the conclusions of the inquiry. If the respondent comments on the report, the comments must be included in the records.

If the outcome of the Inquiry indicates that there are no grounds for a formal Investigation, all of the parties involved will be notified, and efforts will be made to ensure that the individuals involved are cleared of any unsupported allegations. If the SMC finds that the initial allegation was malicious, sanctions against the complainant will be recommended. Records of the SMC of Inquiry are confidential and are to be kept secure by the Chairman of the SMC. They will be

maintained in a secure manner for a period of least five years after termination of the Inquiry and shall upon request be provided to authorized Federal funding agencies. The Investigation will be conducted and completed regardless of whether the respondent or the complainant severs any formal ties to the University before the conclusion of the Investigation.

7.3.5 The Investigation

The SMC of Investigation will consist of five(5) members from the University and at least one individual who is not primarily associated with the University. In order to provide necessary expertise or to avoid conflicts of interest based on relationships with either the complainant or respondent, membership may be supplemented by individuals with no formal ties to the University, but the Committee may not be composed of a majority of such individuals. Furthermore, no member of the SMC of Inquiry may serve as a member of the SMC of Investigation. All members of the SMC will be appointed by the President of the University or his/her designee.

The SMC of Investigation will be formed within 15 working days of the finding by the SMC of Inquiry that an Investigation is warranted. The SMC of Investigation shall hold hearings. It will be authorized to collect and consider all of the evidence the Committee deems relevant to the allegation; this includes obtaining any expert opinions necessary to reach firm conclusions. It may seek the opinions necessary to reach firm conclusions. It may seek the opinions of external experts if this is necessary in order to avoid conflicts of interest. The Investigation must be thorough. It must obtain sufficient information to reach a firm conclusion about the validity of the allegation or be certain that additional information would not alter an inconclusive result.

Hearings are confidential and may be closed to all but the principals at the request of either the complainant or the respondent. Principal parties may confer with legal counsel, but they must speak for themselves. The hearings will not have the jurisdiction or procedures of a court of law. All parties will receive written notification of hearing dates and be provided copies of all documents at least 10 days in advance of scheduled meetings. A record of all proceedings will be maintained by the Chairman of the SMC. The SMC is required to file its final report within 120 days of being convened.

7.3.6 Sanctions

The SMC of Investigation is also charged with recommending specific actions appropriate to its findings. These recommendations should address actions to restore damaged reputations and should identify appropriate retractions, disclaimers, and announcements necessary to correct the record. The *SMC may recommend* additional actions if misconduct is confirmed. The President of the University, acting on behalf of the University, will take all actions appropriate in view of the findings.

If misconduct is not confirmed, the respondent must be notified promptly, and the President of the University must consider whether the public announcement will be harmful or beneficial in restoring reputations that have been damaged. Ultimately, such a decision should rely heavily upon the preference of the individual who has been acquitted. The President must take disciplinary action if the initial allegation is found to be malicious. Finally, the President may find it necessary

to criticize lax supervision, faulty techniques, or questionable judgment, even when willful misconduct has not been established.

Sanctions must be appropriate to the seriousness of substantiated scholarly misconduct and will include those mandated by applicable State and/or Federal regulations. In addition to the retraction of published scholarly works or the identification of improperly produced artistic efforts, the sanctions may include demotions in faculty rank and reductions in salary if promotions and salary increases were a direct result of the efforts in question. The individual can be declared ineligible to receive intramural and extramural funding for a specified period. Any awards or degrees that were a direct result of the scholarly effort will be revoked. The dismissal of a faculty member or student from the University is included in the list of possible sanctions.

After all appeals have been exhausted, the President will communicate the determination of a case of substantiated misconduct to those persons who have a need to know, which will include the respondent, the complainant, appropriate University officials and sponsoring agencies, the editors of journals where fraudulent results have been published, and academic institutions or other scholarly organizations with whom the respondent was affiliated during the period of substantiated misconduct. In appropriate cases where public funds were used in direct support of the scholarly activity, certain information may be released to the press upon receipt of the sanctions by the Board of Regents. If required by Federal regulations, these results may also be communicated to prospective employers.

7.3.7 Appeals

Individuals may appeal the judgment of an SMC of Investigation and/or the sanctions applied. A written statement which details the grounds for appeal must be submitted to the President within thirty (30) days of formal written notification of the findings of the SMC of Investigation. Grounds for appeal include new unconsidered evidence, failure in due process in the investigative process, or personal and/or professional conflicts of interest among those involved in the investigation.

Upon receipt of the written appeal, the President or his/her designee will evaluate the evidence for the appeal. The President may, but is not required to, order a complete or partial investigation based on the appeal. The President's decision is binding on all parties and will be conveyed to them in a timely fashion.

7.3.8 Guidelines for Contracts Between External Agencies, Faculty, and Academic Departments

Grants made to the University by recognized granting agencies shall be handled by Departmental and University Grants Coordinators. Procedures for developing formal contracts with external agencies are described herein but are not applicable to contracts involving either educational or training services. All such formal, informal, and workshop type courses should be coordinated through the School of Graduate Studies and Continuing Education.

7.3.9 Contracts

No contract is necessary when faculty members who in their consulting neither act as agents of the University nor use any substantial University facilities. Under these circumstances, the matter is solely between the faculty member and the external agency.

A contract is required when faculty members who in their consulting use the University name, substantial University facilities, or both. This situation requires the development of a formal contract between the University and the external agency.

A contract is required when a Department is contacted or makes contact with an external agency in which University facilities are proposed to be used; then a formal contract is required between the external agency and the University.

7.3.10 Contract Development and Approval Procedures

Contracts between the University and an external agency may be developed in two ways: (1) the external agency may present a contract to the faculty member or Department for approval by the University, or (2) the faculty member or Department may present a contract to the external agency.

7.3.11 Internally Generated Contracts

The following procedures should be followed by individual faculty members or departments in generating contracts to be presented to external agencies. The Director of OFR&D will, in consultation with the General Counsel and the President, develop a formal contract. The Director of the OFR&D submits the proposed contract to the General Counsel for comments.

All contracts in which University facilities or the University name is used must be signed by the President. Contracts not so signed are not legally binding on the University. University generated contracts will be submitted to the external agency for signature. After being signed by the external agency, they will be returned to the Director of the OFR&D who will obtain the signature of the President. Signed copies of the contract will be mailed to all parties to the contract. If the external agency requests changes in the contract, it will be considered as though the contract had been developed by the agency under the policy on *Externally Generated Contracts*, and the procedures for such a contract follows.

7.3.12 Externally Generated Contracts and Approval Procedures

Contracts generated by outside agencies or University contracts modified by outside agencies on receipt by either a faculty member or an Academic Department will use the following procedure for approval. The faculty member or Department will submit the contracts to the OFR&D. The Director of OFR&D will handle the contract in one of the following ways: (1) If acceptable, it will be returned to the external agency for signatures; or (2) If unacceptable, it will be returned with suggested modifications to the external agency.

The Director of the OFR&D submits the proposed contract to the General Counsel for comment. When acceptable to both parties, the contract will be signed by the external agency and returned to the Director of the OFR&D to obtain the signature of the President. Copies of the signed contract will be mailed to all parties to the contract.

7.3.13 Information on Grant and Contract Writing

The OFR&D is the liaison between any external governmental funding agency and the University. It is responsible for disseminating information regarding funding opportunities to faculty and staff, reviewing proposals before submission to agencies, negotiating grants and contracts for sponsored projects on behalf of the University, and reviewing all sponsored project award documents for consideration by the President and grants accountant.

Additionally, the OFR&D is responsible for identifying any changes in Federal and State regulations or University System of Maryland policies regarding University sponsored projects and for notifying the appropriate academic and administrative personnel of such changes. The OFR&D is the central repository for original documentation regarding grants and contracts. Proposals that are submitted to external funding agencies and award documents received from such agencies must be reviewed by the OFR&D to ensure that the terms and conditions are acceptable to the University, that they comply with State, Federal, and University regulations and policies, and that the appropriate administrative approvals are obtained.

7.4 FUND-RAISING, GIFTS, VOLUNTARY SUPPORT, AND GRANTS

All private fund-raising efforts by administrative and academic departments, by student organizations, and by faculty members of the University are coordinated either through the Office of Institutional Advancement or Office of Student Affairs, Departments or individuals wishing to receive gifts of any kind for the University must arrange for their receipt through the Office of Institutional Advancement.

The Bowie State University Foundation, Inc. is a non-profit corporation chartered by the State of Maryland and established for the sole purpose of enhancing the opportunity for excellence of the University. It does so by inviting, receiving, holding, investing as appropriate, and administering gifts, grants, and loans to support legitimate activities of the University. The Foundation is administered by a Board of Directors composed of distinguished professional, industrial and educational leaders and includes among its membership as ex-officio members the President, Provost, Vice President for Student Affairs, Vice President for Finance, President of the Student Government Association, and the Vice President for institutional Advancement, who serves as the Executive Director of the BSU Foundation, Inc.

Under the direction of the Vice President for Institutional Advancement, the Office of Development is responsible for creating and carrying out a comprehensive long-range program for expanding voluntary support of the University. Support from individuals, corporations and private foundations is solicited for the purpose of providing scholarships, fellowships, grants, equipment, special programs, special facilities and buildings, collections, and other resources not likely to be provided by the State. Proposals for grants sponsored by external organizations in support of projects and new programs to be administered by the University must be reviewed by the Office of Institutional Advancement before submission to a sponsoring organization.

7.5 POLICY ON USE OF THE UNIVERSITY NAME

Members of the faculty are encouraged to use the name of the University and official University stationery when representing the University in an official capacity. Faculty members may also publicly use their affiliation with the University in order to identify themselves. The University, however, does not wish to be identified with projects in which it has no official participation. Members of the faculty may not use the University name if such use can in any way be construed as implying University endorsement of any project, product, or service when such projects, products, or services are privately sponsored.

7.6 INVITATIONS FOR CAMPUS APPEARANCES

Any individual or group planning to invite a person of local, regional, national, or world renown or interest to appear on the campus should notify the President's Office of this intention. The President's Office will make a determination as to whether protocol requires the anticipated invitation to come from the President or whether it may come from another campus person. In the event that the invitation is NOT extended by the President, the inviting party should notify the President's Office immediately upon confirmation of acceptance of the invitation

This policy applies to an invitation to any elected official from the city, the county, the state, or the nation, as well as to other persons. This process should be followed even if the invited guest is scheduled only for a classroom appearance.

CHAPTER 8

8.0 Bowie State University Policies and Procedures Manual**8.1 VI-12.00 - Emergency Conditions Procedures for Cancellation of Classes and Release of Employees**

It is the intent of Bowie State University to provide classes and campus operations during normal working hours. During times of inclement weather, when it is deemed necessary for the safety of students and/or employees, the University will follow the procedures listed below;

- I. The Director of Campus Safety will assess the condition of the facilities, roads, and walkways approaching the campus. This assessment will include checking with the State Police, the County Police, the State Department of Transportation, and the U.S. Weather Bureau. The Director of Campus Safety will report findings to the Vice President for Administration and Finance. The Vice President for Administration and Finance will discuss alternate suggestions with the Provost and the Senior Vice President for Academic Affairs who will make a decision to close or not close the University. If the Provost is out of town the Vice President for Administration and Finance will consult with the Vice President for Student and Academic Services. Whenever possible, every attempt will be made to announce the decision before 6:00 a.m.
- II. If it is determined that classes should be canceled and/or that employees should be released, it becomes the responsibility of the Provost to notify the following personnel to disseminate information to their units:
 - A. The Director of the Office of Public Relations who, in turn, will notify the appropriate media (Radio/TV) and put the message on the marquee at the entrance to campus;
 - B. All Vice Presidents;
 1. The Vice President for Administration and Finance will be responsible for notifying the Director of Human Resources, Administration and Finance personnel. Telecommunications personnel will insure that the appropriate message is recorded for calls to the switchboard. The Director of Campus Safety will be responsible for communicating accurate closing information to all individuals who contact the Public Safety Department for information.
 2. The Vice President for Student and Academic Services will be responsible for notifying and clarifying closing information to all students, the President of the Student Government Association, and all student services personnel.
 3. The Vice President for Institutional Advancement will be responsible for notifying and clarifying the closing information to units within that area.
 - C. The Executive Assistant to the President for Planning, Assessment and Budget;
 - D. The Associate Provost and Dean of the School of Graduate Studies and

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Research;

- The Associate Provost will notify the Dean of the School of Continuing Education and Extended Studies and the Dean of the University College of Excellence.

E. The Associate Vice President for Academic Affairs;

- The Associate Vice President will notify the Deans of the Schools of Professional Studies and Arts and Sciences, who will notify their faculty.

III. Employees should listen for announcements from the following news media.

Baltimore Stations

WNAV-AM	1430 AM
WPOC	93.1 FM
WLIF	101.9 FM
WMAR-TV	Channel 2
WBAL-TV	Channel 11
WJZ-TV	Channel 13

Washington Stations

WTOP	102.3 FM
WMAL	63 AM
WRC-TV	Channel 4
FOX-TV	Channel 5
W*USA-TV	Channel 7
News Channel	8 Channel 8
WDVM-TV	Channel 9

Any employee who does not have access to the identified news media should call the University switchboard (301-464-3000 for Washington; 410-880-4100 for Baltimore) to receive information regarding Emergency Condition Procedures in effect. In the event information is not available through the switchboard, the employee should call the Public Safety Office at 301-464-7160 for instructions.

IV. The announcement to be given to the news media will be one of the following:
When all classes are canceled for the day but the campus remains officially open:
“Bowie State University classes are canceled. Employees may use liberal leave.”

When classes and campus offices are opening late:

“Bowie State University is opening ____ hours late. Employees may use liberal leave.”

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When the campus is officially closed for staff and students:

“Bowie State University is closed under emergency conditions.”

- V. With the official closing of the campus under emergency conditions, employees are granted administrative leave.

Those employees who are designated as Essential Employees will not be guided by these instructions. Essential Employees are governed by the established procedures within their departments.

- VI. Decisions regarding evening classes will be made by 3:00 p.m. after consultation with the Vice President for Business and Finance, the Associate Provost and Dean of Graduate Studies and Research and the Dean of Continuing Education and Extended Studies.

- VI. Announcement of closing for evening classes will be made by the Director of Public Relations upon notification by the Provost and Senior Vice President for Academic Affairs. When conditions prohibit the offering of weekend classes or other scheduled events, announcements will be made by the Director of Public Relations upon the direction of the Provost and Senior Vice President for Academic Affairs. The Provost will also notify the Director of the Wiseman Centre, who, in turn, will notify designated individuals identified as responsible parties for events which must be canceled. The Provost will notify the President of final decisions.

- VII. When conditions prohibit the offering of weekend classes or other scheduled events, announcements will be made by the Director of Public Relations upon the direction of the Provost and Senior Vice President for Academic Affairs. The Provost will also notify the Director of the Wiseman Centre, who, in turn, will notify designated individuals identified as responsible parties for events which must be canceled.

- VIII. The Provost will notify the President of final decisions.

8.2 ISSUANCE OF OFFICE AND EXTERIOR BUILDING KEYS

In order to maintain control over who has access to the offices and the buildings on the University's campus, the University has established procedures to control/monitor key issuance. All requests for issuance of keys must be made by the department/unit on the appropriate *Key Request Form (Form BF/P10)*.

8.2.1 Process

A completed **Key Request Form** and a **Work Request and Order Form** must be hand-delivered to the Office of Human Resources for approval by the Key Control Officer (the Director of Human Resources or designee). The Key Control Officer will then review the form for completeness and reason for the request. The information on the form will then be entered into a data base file maintained by the Key Control Officer and forwarded to the Director of Facilities and Public Safety for final approval.

Upon approval by the Director of Facilities, the **Key Request Form** will be forwarded to the Work Control Center for processing. All disapproved forms will be returned to the requester with an explanation for disapproval.

The Key Control Officer will then contact the requester to pick up the keys. The requester must sign the Key Request Form upon receipt of the keys and will receive a copy of the signed *Key Request Form*.

8.2.2 Lost Key

If a **Key Request Form** is submitted for the purpose of replacing a lost key, the requester must attach a receipt for payment of the lost key before approval will be granted to make replacement keys. The cost to replace a standard key is \$ 10.00. The cost to replace a master key is \$40.00. Employees are required to pay for lost keys whether a request to replace the key is processed or not. The fee for a lost key must be paid at the Student Accounts Office.

8.2.3 Exterior Building Keys

Building exterior keys will be issued only upon the recommendation of the respective Vice President and the approval of the University President.

8.3 BULLETIN BOARDS

8.3.1 Posters and Signs

Posters and signs to be distributed on campus must be approved by the University Wiseman Centre, prior to distribution.

8.3.2 Solicitation

Peddlers and solicitors are not permitted in University buildings.

8.4 TELECOMMUNICATIONS SERVICES

8.4.1 Basic Service

Telecommunications Office provides all administrative voice communications services to the campus community. This includes arranging for any line moves, changes, or additions and service repairs. It also includes operating the switchboard; setting up voice mails; preparing the monthly departmental billing and the corresponding charge backs; providing a yearly faculty/staff telephone directory; and recommending future telecommunications projects.

8.4.2 Switchboard

The University switchboard, located in Robinson Hall, is staffed Monday through Friday from 8:00 AM to 5:00 PM. The switchboard answers and directs calls, coordinates telecommunications vendors working on campus, updates automated attendant recordings, and distributes directories.

Dialing Instructions

Campus Calls	Dial the 4-digit extension.
Local Lines	Dial 9; listen for dial tone; dial the number.
Baltimore Lines	Dial 81; listen for dial tone; dial the number.
Long Distance Lines	From an unrestricted line: dial 9; listen for the dial tone; dial 1, area code, phone number; listen for tone; enter 5-digit access code.

The switchboard is restricted from the acceptance of reverse calls. Long distance calls are placed by way of selected lines that have been unrestricted. To unrestrict a line and receive a 5-digit access code, the department supervisor must submit a **Request for Telephone Work** to the Telecommunications Office. If a code is misplaced or forgotten, the affected employee must either submit a written request or come to the Telecommunications Office, Robinson Hall, Room 114. Local directory assistance (411) is not available, but directories are provided.

8.4.3 Request for Telephone Work/Telephone Service Request

A **Request For Telephone Work** must be submitted for any new service or change in service. This includes request for new lines, relocation of an existing line, new equipment, non-restriction/restriction of a line, or change features (call pick-up, line appearance) on a phone.

8.4.4 Data Lines

The Administrative Computer Center provides data services to faculty/staff who require access to any of the available systems. If you are moving, changing, adding, or removing a line that has data service on it, it is imperative that this is indicated on the **Request For Telephone Work**.

8.4.5 Calling Cards (4103)

MCI long distance calling cards are available for University business use through the Telecommunications Department. Submit a completed **Request for Calling Card** to the Telecommunications Department on the form available in the Telecommunications Department.

8.4.6 Voice Processing (3155)

The University currently utilizes voice mail through the NEAX 2400 PBX switch. Voice mail can be requested at the same time a request for a new line is made. Voice mail allows callers to leave a message if the party they have called is on the line or is not available to answer the call. Voice mail can be used to send messages to anyone who has a voice mail box; the message is sent without interrupting the person being called. The voice mail system allows all calls to be forwarded into voice mail if anyone is away for a period of time or working on time projects to reduce interruptions. With the voice mail option, distribution lists may be developed so that a recorded message can be sent to more than one person at a time (i.e., all staff to call a staff meeting).

To receive a voice messaging mailbox or to change options, a *Request For Voice Mail Action* must be submitted to the Telecommunications Office. The Telecommunications Office will then create/change the mailbox in the system and notify the requester with instructions on how to initialize and use it.

8.5 PURCHASE ORDERS/REQUISITIONS

The Department of Purchasing is the campus unit solely responsible for the procurement of all commodities, supplies, equipment, maintenance and services for the Bowie State University Campus.

The purpose of the Department of Purchasing is to provide procurement guidelines and logistic service to the campus community on all procurement matters and related activities to include, but not be limited to, locating and developing sources of supply; assisting departments in developing specifications; soliciting bids, quotations, and proposals; negotiating contracts, interacting with vendors, determining method of procurement; and reviewing all terms and conditions of the contract.

The Department of Purchasing has been delegated the **sole responsibility** for the procurement of all supplies, equipment, maintenance and services. Further, the Department of Purchasing is responsible for the implementation of the State of Maryland **COMAR (Code of Maryland Regulation) Title 21 - Procurement Regulations** which sets forth the statewide regulations on how procurement is to be conducted at all State agencies. The sole exception to this policy is the “stockless stores” program that has been established with Boise Cascade, A J Stationers and Rudolph’s Office Supply. Refer to the **Central Stores Policy and Procedure Manual** for details.

The University Departments within this Agency are **not authorized** unilaterally to sign any contracts, enter into any agreements, place any orders, or make any commitments with regard to the procurement of materials, supplies, equipment, maintenance or services which are binding to the University in any way.

Any requisition received in Purchasing that does not comply with this policy will be returned to the department for written justification. Any individual found to have placed an order without the proper authorization will be subject to internal disciplinary measures.

8.5.1 Orders Under \$2500

Individual Departments are required to obtain technical information and a government estimate (price quote) for the purchase of equipment, supplies, maintenance, and services in this category. Obtaining more than one estimate is not required but is recommended to ensure the most effective utilization of funds.

8.5.2 Orders \$2500 - \$10,000

All orders estimated to exceed \$2500 must be **competitively bid**. This competition can be obtained by several different methods as shown below.

8.5.3 Orders Exceeding \$10,000

Departments should prepare a requisition using the same procedures set forth for orders of \$2500-\$10,000 allowing the Purchasing Department sufficient time for processing, which is detailed in the **Central Stores Policy and Procedure Manual**.

8.5.4 Orders Exceeding \$25,000

Departments should prepare a requisition with detailed specifications, allowing the Purchasing Department sufficient time for processing.

All requests exceeding \$25,000 require competitive sealed bids or requests for proposals. Vendors' quotations on vendor forms are not acceptable. Bowie State University bid forms contain terms and conditions to which a vendor must agree before doing business with the State. His/her signature on our bid forms indicates such agreement.

If a request exceeds \$25,000, advertisement in the Maryland Register is required. There may also be approval required by the Board of Public Works or the Department of Budget and Fiscal Planning (Comptroller's Office in Annapolis). This requirement could add as much as an additional 30-60 days to the normal processing time. Purchasing will communicate whether the review is necessary. Requisitions should be submitted with that additional lead-time in mind so as to avoid unnecessary delays. This is particularly important when submitting requests for sole source purchase transactions. Such requests should be submitted **at least three months** prior to the expected starting date of the contract. Failure to do so could cause an interruption in the service being provided while the order is awaiting the proper reviews and approvals.

8.5.5 Petty Cash

Petty Cash purchases up to \$50:00 per transaction may be authorized by BSU department heads for reimbursement. An approved requisition must be submitted with the appropriate receipts. All requests for Petty Cash above \$50.00 will not be honored and shall be returned to the requester.

8.5.6 BB4 Requisition/Purchase Requisition

The **BB4 Requisition** shall be used to request purchase of all Administrative Computer Hardware and Software in excess of \$10,000.00. All requests for the purchase of Administrative Computer Hardware and Software will be verified against the IPBP before the requisition will be processed. If these items are requested on a regular purchase requisition, the purchase requisition shall be canceled and returned to the department for resubmission. The regular purchase requisition shall be submitted for all other equipment, supplies, materials, maintenance and services.

A requisition is required to initiate any type of procurement action and should be forwarded in accord with the procedure in the **Central Stores Policy and Procedure Manual**.

8.5.7 Stockless Stores

Bowie State University has entered into an agreement with Boise Cascade, A.J. Stationers, and Rudolph's Office Supply to establish a stockless stores program. Each Department can order office supplies using the appropriate forms from the applicable vendor and be assured of delivery within 24 hours at the most advantageous pricing. Department orders cannot exceed \$1,000.00 in value, and departments are prohibited from ordering furniture or equipment.

8.5.8 Food Purchases

ALL requisitions for food must be directed to the University's Food Service Contractor and must contain the following information:

- Purpose of the event
- Date of the event
- Time of the event
- Place of the event
- Number of attendees
- Classification of attendees, i.e., students - faculty – staff
- A statement indicating if the event is for profit

8.6 TRAVEL POLICY AND PROCEDURE

A BSU Form **BF-40 Request for Travel** must be completed at least one month prior to the date of travel, except for travel to local meetings or travel occurring in the course of everyday duties. Signatures required for the approval of all faculty travel are: Department Head/School Dean, Provost and Associate Provost (Faculty or Academic Affairs) or area Vice President, Department Budget Officer and University Budget Officer. For Out-of-State Travel, an additional approval of the University President is required. (For the faculty's pre-and post-conference summary forms, see the Department Chair, School Dean, or Provost if the travel is to be supported by Title III funding.)

8.6.1 Use of Personal Vehicles

Use of institution-owned vehicles is governed by BSU *Policy VIII-111.50 - Policy and Procedures for Use of State Vehicles*, available in the Office of the Dean. Properly insured personal vehicles

may be used for travel on University business. The use of a personal vehicle will be reimbursed at the rate established in *USM Policy VIII - II. Schedule of Reimbursement Rates*, available in the Office of the Dean. If an employee prefers to use a privately owned vehicle when the University owned vehicle is available for conducting official business, the employee will be reimbursed at one-half the rate allowed for the use of a privately owned vehicle.

Authorized employees will be reimbursed for reasonable parking and toll expenses incurred while conducting University business in a privately owned vehicle. The University will not reimburse University employees for any increased insurance premiums for the use of their vehicle for business. Reimbursement for insurance is reflected in the mileage reimbursement rate.

Reimbursement for BSU employees that use private vehicles will be made only when mileage exceeds their normal daily mileage to and from the University. An employee who leaves the office to conduct business in the field and returns to the office may be reimbursed for all mileage directly connected with the business trip. However, an employee who conducts business prior to coming into the assigned office, or on the way home from the assigned office, may be reimbursed for all mileage in excess of the commute miles normally traveled.

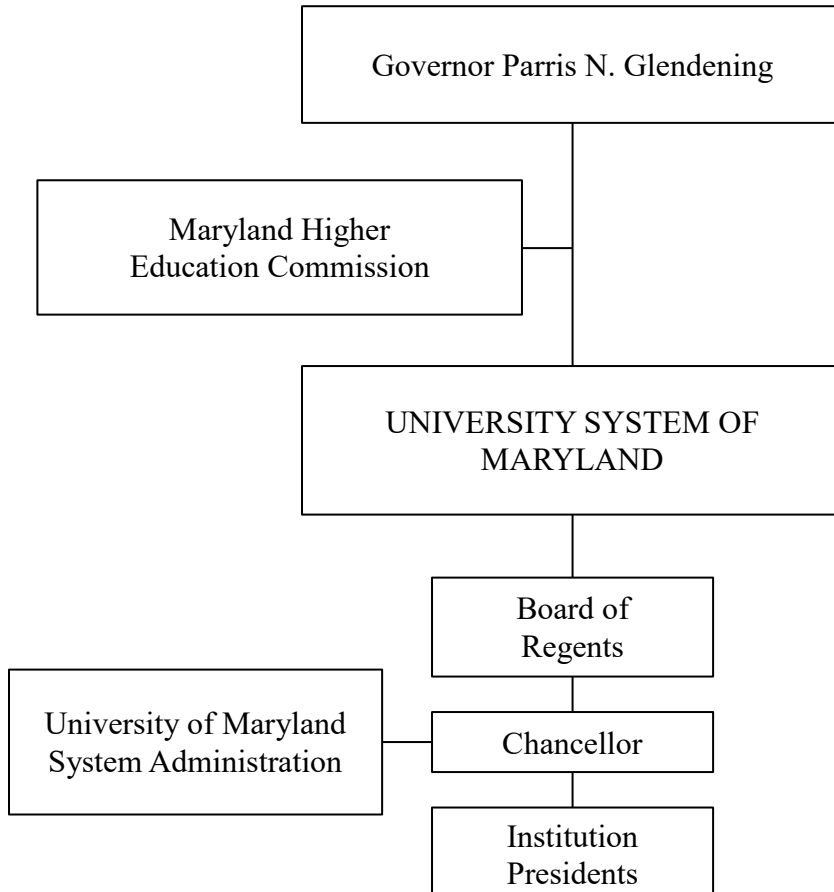
BOWIE STATE UNIVERSITY

FACULTY HANDBOOK

APPENDIX

Appendix 1

Organization Chart

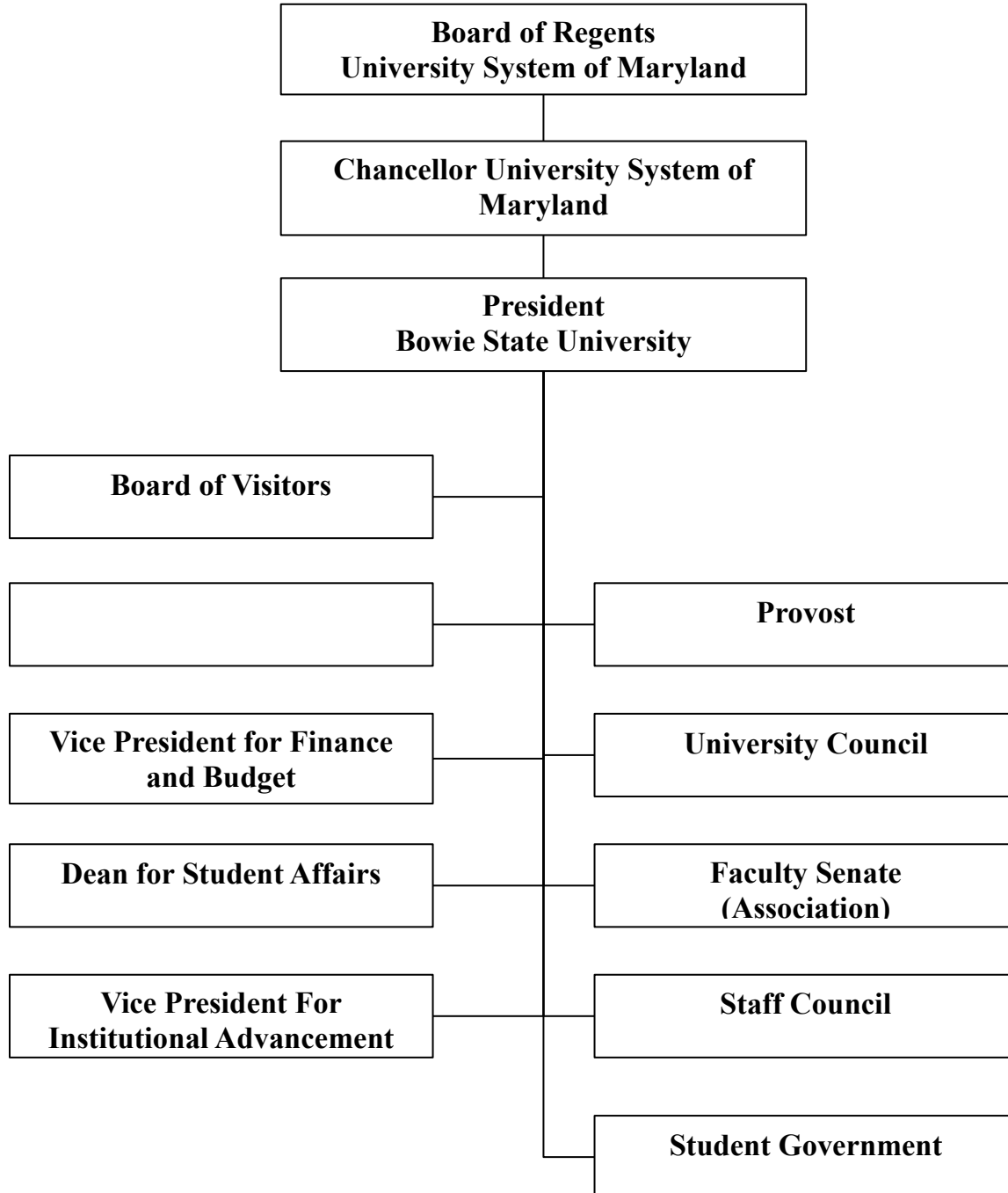


- University of Maryland at Baltimore
- University of Maryland, College Park
- Bowie State University
- Towson University
- University of Maryland Eastern Shore
- Frostburg State University
- Coppin State College
- Salisbury University
- University of Baltimore
- Center for Environmental & Estuarine Studies
- University of Maryland University College
- University of Maryland, Baltimore County
- University of Maryland Biotechnology Institute

Appendix 2

BOWIE STATE UNIVERSITY Maryland's National Model Institution for Excellence

Organizational Chart



OUTSIDE EMPLOYMENT FORM

**BOWIE STATE UNIVERSITY
BOWIE, MARYLAND 20715**

The following provisions of this policy are referenced by the Board of Regents, Policy II-3.10, POLICY ON PROFESSIONAL COMMITMENT OF FACULTY, and Board of Regents, Policy II-3.20, POLICY ON TEACHING OUTSIDE THE HOME INSTITUTION BY FULL-TIME FACULTY. Faculty who engage in outside employment during the academic year are not eligible for overload compensation during the same period.

Academic Year _____ Date _____

Last Name _____ First Name _____

School _____ Department _____

Position/Rank _____

If you do not plan to engage in outside employment during the academic year, check here []
(If you subsequently should decide to do so, a new form must be completed.)

TEACHING

_____ Credit hours at _____
(Name of Institution)

Title of Course _____ Compensation _____

Time Period for Teaching: From: _____ To: _____
Month Day Year Month Day Year

SPONSORED RESEARCH

Name/Title of Project _____

Sponsoring Agency _____ Hours Per Week _____

Compensation _____ Hours Per Week of Preparation _____

Time Period for Sponsored Research: _____

CONSULTING

Name of Services Provided _____

Name of Firm or Employer (If applicable) _____

Hours Per Week _____ Compensation _____ Hours Per Week of Preparation _____

Time Period for Consulting: _____

OTHER EMPLOYMENT

Name of Institution/Agency _____

Nature of Service _____

Hours Per Week _____ Compensation _____ Hours Per Week of Preparation _____

Employment from: _____ To: _____

I affirm that the above information is an accurate statement of the academic year indicated. Should my status change during the academic year, I will amend this declaration.

SIGNATURE: _____ DATE: _____

APPROVAL RECOMMENDED BY:

_____ Yes [] No [] Date: _____
Department Chair

_____ Yes [] No [] Date: _____
School Dean

_____ Yes [] No [] Date: _____
Provost/Senior Vice President for
Academic Affairs

APPROVED BY:

_____ Yes [] No [] Date: _____
President

APPENDIX 4

USM Contract for Tenured/Tenure-Track/Permanent Status Faculty Positions

BY THIS AGREEMENT, [NAME OF INSTITUTION], an institution of the University System of Maryland, which is an agency of the State of Maryland (“the University”) and _____ (“the Appointee”) agree as follows:

1. The Appointee is appointed as [RANK] on a [% time] basis, within the Department of _____ in the [College, School, Division] of _____, subject to the provisions herein. This is a [tenure-track] [tenured] position.

2. The beginning salary shall be at a rate of _____ for _____ months service.

3. This appointment is effective _____ and ends _____.

4. This appointment is governed by the applicable provisions in paragraph I.C.1 through I.C.16 of the *University System of Maryland Policy on Appointment, Rank and Tenure and Appointment, Rank, Permanent Status of Faculty Librarians*. Those paragraphs are hereby incorporated by reference into this Agreement. The Appointee acknowledges receipt of a copy of them. Additional copies are available to the Appointee upon request. If this is a tenure-track appointment, the tenure review to which the Appointee **may be entitled under** these provisions will occur in Academic Year 19____ - 19____, unless the date is changed by mutual agreement or pursuant to institutional policy.

5. The Appointee shall be subject to all applicable policies and procedures duly adopted or, amended from time to time by the University or the University System of Maryland. Except as provided in paragraph 4 above, such policies and procedures are not incorporated into this Agreement and are subject to change. The University agrees that if it changes a policy or procedure, it will not deprive the Appointee of any monetary payment the right to which has

accrued under the previous policy or procedure. Such changes will be made in accordance with all applicable established procedures of the University System of Maryland and the University.

6. Special Conditions:

[Special conditions may not be inconsistent with USM and University policies and procedures to which the Appointee is subject pursuant to paragraph 5 of the Agreement.]

7. Appointee agrees to have sent to the University, upon its request, certified copies of any transcript(s) reflecting the award of degree(s) listed as received on the Appointee's curriculum vitae. Appointee further agrees to provide evidence of employability as required by United States Immigration Laws.

8. The terms and conditions stated above constitute the entire agreement between the parties. This Agreement may not be modified except by means of a written amendment to this Agreement signed by the University and the Appointee.

9. This Agreement shall be construed according to the laws of the State of Maryland.

10. This offer of appointment expires if a signed original is not returned to the University by _____.

Appointee

Date _____

[NAME OF INSTITUTION]

By _____

Date _____

APPENDIX 5

USM Contract for Non-Tenured Faculty Positions

BY THIS AGREEMENT, [NAME OF INSTITUTION], an institution of the University System of Maryland, which is an agency of the State of Maryland (“the University”) and _____ (“ the Appointee”) agree as follows:

1. The Appointee is appointed as [RANK] on a [% time] basis, within the Department of _____, subject to the provisions herein. This is neither a tenured position nor a tenure-track position, nor does service under this agreement count toward service time required for achievement of tenure. No obligation exists as to any employment beyond the term set forth in paragraph 2.

2. The salary shall be at a rate of _____ for _____ months service. This salary includes a [\$_____] Cost of Living Adjustment (COLA), and this salary will be further adjusted by a [\$_____] COLA on _____.

3. This appointment is for a term beginning _____ and ending _____.

4. This appointment is governed by the applicable provisions in paragraph I.C.1 through I.C.16 of the *University System of Maryland Policy on Appointment, Rank and Tenure and Appointment, Rank, and Permanent Status of Faculty Librarians*. Those paragraphs are hereby incorporated by reference into this Agreement. The Appointee acknowledges receipt of a copy of them. Additional copies are available to the Appointee upon request.

5. The Appointee shall be subject to all applicable policies and procedures duly adopted or amended from time to time by the University or the University System of Maryland. Except as provided in paragraph 4 above, such policies and procedures are not incorporated into

this Agreement and are subject to change. The University agrees that if it changes a policy or procedure, it will not deprive the Appointee of any monetary payment the right to which has accrued under the previous policy or procedure. Such changes will be made in accordance with all applicable established procedures of the University System of Maryland and the University.

6. Special Conditions: [Special conditions may not be inconsistent with USM and University policies and procedures to which the Appointee is subject pursuant to paragraph 5 of the Agreement.]

7. Appointee agrees to have sent to the University, upon its request, certified copies of any transcript(s) reflecting the award of degree(s) listed as received on the Appointee's curriculum vitae. Appointee further agrees to provide evidence of employability as required by United States Immigration Laws.

8. The terms and conditions stated above constitute the entire agreement between the parties. This Agreement may not be modified except by means of a written amendment to this Agreement signed by the University and the Appointee.

9. This Agreement shall be construed according to the laws of the State of Maryland.

10. This offer of appointment expires if a signed original is not returned to the University by _____.

Appointee

Date

[NAME OF INSTITUTION]

Date

APPENDIX 6

II - 1.25 - Policy on Faculty Workload and Responsibilities

1. Purpose

The purpose of the *Bowie State University Policy on Faculty Workload and Responsibilities* is to promote optimal performance by Bowie State University in meeting the needs and expectations of its students and other clientele and to provide mechanisms that will ensure public accountability for that performance.

Because faculty are the primary performers of the University's instruction, research/scholarship, and service, the policy must encourage and support faculty in applying their creativity, ingenuity, initiative, knowledge, experience, and professional skills in performing many diverse functions. Faculty are expected to meet their responsibilities independently and in full accord with both institutional expectations and established tenets of academic freedom.

This policy reflects Bowie State University's affirmation that teaching is at the heart of the University life and that teaching effectiveness is the paramount consideration in faculty tenure, promotion, and merit. It also reflects the University's affirmation that research/scholarship, and creative work, and service (the essential creation, interpretation, and consumption of knowledge through research and scholarship and its application to societal needs) are fundamental to university life and, thus, are key criteria in faculty tenure, promotion, and merit decisions.

2. Application and Definitions

The policy applies to the following individuals:

1. Core Faculty: All persons holding tenured and tenure-track positions who are classified as faculty (instructional, research, and public service) and are so reported to the Maryland Higher Education Commission through the Employee Data System;
2. Departmental Administrators: All persons who, while holding faculty rank, are classified as administrators and are so reported to the Maryland Higher Education Commission through the Employee Data System, and perform their administrative duties at the level of academic department or equivalent academic unit, including chairs, assistant chairs, program directors, etc.;
3. Full-time, Non-Core Faculty: All persons who, while neither tenured nor on the tenure track, are employed full time by Bowie State University, are classified as instructional faculty and are so reported to the Maryland Higher Education Commission through the Employee Data System; and
4. Other Faculty: All persons who, while neither tenured nor on the tenure track, are employed full time by Bowie State University, are classified as research faculty and are so reported to the Maryland Higher Education Commission and whose salaries are supported, in whole or in part, by state funds.

Bowie State University Policies and Procedures Manual

This policy does not apply to individuals who hold faculty rank but who are assigned to administrative duties outside the department or equivalent academic units, for example, deans, vice presidents, presidents, etc.; nor does it apply to individuals who are classified as research faculty but whose salary is fully supported by non-state funds, e.g., federal research grants.

3. Accountability:

The University's evaluation structure (e.g., evaluation for merit increases, contract renewal, promotion, etc.) will reflect the workload assignment for each faculty member. Every faculty member will be evaluated annually by the department (chair and peers), the Provost, and the President. Annual faculty evaluations serve the following purposes: (1) to inform faculty members regarding the degree to which their performance matches department/school/university expectations; (2) to determine annual merit pay increases; (3) to supply information and guidance with respect to professional improvement and development; and (4) to establish a base of information for future personnel decisions, including contract renewal, tenure, and promotions. Department chairs, dean(s), and/or the Provost will advise all faculty members in writing of their failure to comply with this policy.

The focus of external accountability (to the Regents and to the State) will be the department or academic unit, not the individual faculty member. The primary means for ensuring proper accountability will be after-the-fact reporting of actual departmental performance in comparison with the expectations previously approved by the President. The President shall submit annually to the Chancellor an accountability report in a form developed by the Chancellor.

4. Guidelines

As a regional, comprehensive university in the University of System of Maryland, Bowie State as a whole is expected to adhere to the following guidelines as general standard expectation in the categories of instruction, research/scholarship, and service. Differences across departments of the institution are subject to approval by the President.

	INSTRUCTION*	RESEARCH/SCHOLARSHIP	SERVICE
% OF TOTAL EFFORT	65-75	15-25	5-15
# COURSE UNITS/YR	8		

* Including directed research and individual studies

Instructional effort includes, in addition to classroom time, all concomitant activities necessary to the preparation, delivery, and evaluation of instruction and learning, including the various forms of student advising. The sum of the “ % of total effort” in each area must equal 100% for each individual faculty member.

For purposes of defining standard instructional load expectations, the course unit is defined as equivalent to a three-credit course. Individuals whose instructional load includes other than three-credit courses will have their standard instructional load expectations defined accordingly.

Bowie State University Policies and Procedures Manual

The following weights should be used to convert graded instructional experiences that do not follow the traditional course format (e.g., individual studies, supervision of dissertation research, and so on) to course units.

<u>Course Level</u>	<u>N of Credits = I Course Units</u>
800-899 (dissertation & doctoral level individual studies)	10 credits = I course unit
799 (master's thesis)	13 credits = I course unit
500-798 (other graduate level individual studies)	18 credits = I course unit
400-499 (graduate/undergraduate level individual studies)	21 credits = I course unit
100-399 (undergraduate level individual studies)	30 credits = I course unit

Workload expectations for each faculty member in the areas of research/scholarship and service shall be specified according to institutional mission.

As a reflection of the centrality of instruction at Bowie State University, all faculty members, including those with administrative responsibilities at the departmental level, shall be involved in the instructional program. Further, senior faculty in departments having undergraduate programs shall participate in undergraduate teaching.

5. Standard Workload Expectations and Modifications

All faculty at Bowie State University are expected to perform instruction, research/scholarship, and service as part of their full-time, contractual obligations. Bowie State University as a whole is required to adhere to the general standard expectations as identified in the *Guidelines* section above and as consistent with the mission of the Institution. However, it is not possible to devise a single formula that equitably defines faculty workload requirements. The proper balance among instruction, scholarship/research, and service for an individual faculty member may change over the faculty member's career. For each individual faculty member, any substantial difference between the actual and the standard expectation for any basic workload element will be balanced by compensating changes in one or both of the other basic workload elements. Workload expectations for each faculty member will be reviewed annually by the responsible department chair or other appropriate administrator and adjusted as necessary and appropriate.

Because some faculty will assume new or additional responsibilities in any one of these areas, exceptions to the standard workload will be made as defined below. However, the department is responsible for making the necessary adjustments in the total-faculty workload so that departmental expectations in each of these areas are fulfilled. These expectations will be determined by the students and the curricular needs, shall be consistent with the resources available to the department, and shall be approved by the President. Bowie State University shall make the minimum number of exceptions necessary for fulfillment of its institutional mission.

Bowie State University Policies and Procedures Manual

Teaching

The teaching load includes classroom preparation, student conferences, grading of papers and examinations, and supervision of remedial or advanced student work, in addition to hours per week of formal classroom instruction. Eight course units per year constitute the standard teaching load of faculty teaching exclusively at the undergraduate level.

Any modification in the standard faculty instructional workload must be approved by the President and the Provost. Such modifications must be recommended by the departmental chairperson via the Dean to the Provost for approval. The Provost shall forward his or her recommendation for workload modifications to the President for approval. The standard instructional load may be increased or decreased upon a number of factors, including class size, development of new courses, modality of instruction (such as distance learning), level of instruction, discipline, accreditation requirements, etc. Modifications also may be permitted for the following purposes:

1. To participate in administrative supervision or field experience supervision (e.g., academic department chairperson, director of student teachers, clinical supervisors in an educational setting, etc.), excluding the faculty member who supervises students as a part of a class;
2. To conduct research (pursuit of significant scholarly activities, including externally funded research, department-supported research, and service activities);
3. To assume supervisory academic responsibilities (e.g., graduate student advisement and thesis supervision; direction of all university chorale, band, theater, coaching, or other essential curricular-related activities; special projects in the areas of curriculum and faculty development, etc.);
4. To perform contact hours (time spent delivering instruction to students in a formal setting) in excess of credit hours generated by a course or courses (e.g., laboratories associated with classes and clinical experiences in hospital settings);
5. To perform department-supported service to make major professional contributions, such as working in partnership with the public schools or with business or industry, and
6. To perform other assigned academic duties (e.g., reassigned time to develop and implement curricular changes).

6. Procedures

1. All requests from departmental chairpersons for modifications in teaching load must be submitted to the Provost on the *Workload Modification Request Form*. This Form can be obtained from the Office of the Dean and should be submitted to the Office of Academic Affairs no later than 90 working days before the beginning of the requested workload modification.

Bowie State University Policies and Procedures Manual

2. The Provost must submit all requests for workload modifications to the President at least 15 working days following the receipt of the request from the departmental chairperson.
3. The President must inform the Provost of his or her decision regarding requests for workload modifications at least 15 Working days after receipt of the Provost's recommendations.
4. Any faculty member with a modified workload must submit a semi-annual report of his or her activities to his or her academic department chairperson who must forward a copy of the report to the Provost.
5. All faculty are required to fill out a *Faculty Planning and Professional Development Report* at the beginning and end of each academic year. This report requires each faculty member to identify the activities he or she will be involved in during the academic year, to estimate the percentage of the total hours that will be contributed to these activities. At the end of the academic year, each faculty then determines the actual percentage of total hours spent on these activities. Data from these forms will be used in completing the Bowie State University Institutional Workload Report, used to verify compliance with the institutional *Guidelines* defined above.

Research/Scholarship

Each faculty member is expected to devote part of his or her workload to research/scholarship or professional development. However, all faculty members who teach exclusively at the graduate level must devote at least 20% of their workload to research and other scholarly activities. Any faculty member who obtains sponsorship of research projects from outside agencies will be able to obtain lower teaching loads as a result.

Service

Each faculty member is expected to carry a reasonable amount of responsibility for committee work, ad hoc assignments, serving in professional societies, serving in certain administrative capacities, and working with students as members of the department and in other extraordinary advisory capacities, in accordance with the needs and the mission of the University.

All other persons, other than teaching assistants, who taught in this department, either in one or in both semesters. This category includes adjunct and affiliated faculty, all part-time faculty, and non-departmental administrators (deans, assistant deans, and so on) who taught in this department.

APPENDIX 7

Division of Academic Affairs BOWIE STATE UNIVERSITY Workload Modification Request Form

Department: _____

Name: _____

Extension: _____

Campus Address: _____

Semester: _____

USM POLICY STATEMENT: All faculty at degree-granting institutions are expected to be involved in instruction, research/scholarship, and service. Recognizing that Some faculty will assume new or additional responsibilities in any one of these areas, exceptions to the standard workload may be made. However, the department is responsible for making the necessary adjustments in the total faculty workload so that departmental expectations in each of these areas are fulfilled. These expectations will be determined by student and curricular needs, shall be consistent with the resources available to the department, and shall be approved by the president. Institutions shall make the minimum number of exceptions necessary for fulfillment of its institutional mission. Exceptions to the standard workload may be made based on the following considerations.

Please check the area for which you are requesting a reduction in the normal twelve-credit hour per semester faculty workload. **Please check only one justification for your request.** Please justify your request, including proposed outcomes for other than a Department Chair or PI for a grant, on a separate sheet and attach it to this Workload Modification Request Form

_____ **Instruction:** Accreditation requirement, modality of instruction (primarily distance education and laboratory/clinical conversions), sole developer of a new program/courses for such program. (Scope of activity will be considered.)

_____ **Department Administration:** Department Chair, Project/Program Director/Coordinator. (Scope of the administrative responsibility, other than department chair, and size of the department will be considered.)

_____ **Department-Supported Research:** Such departmentally sanctioned research must be specified and must relate to the University's mission—**proposed outcomes must be submitted.**

_____ **Department-Supported Service:** Such departmentally sanctioned service should be for the duration and extent of the commitment; for example, to make a major professional contribution to work in partnership with the public schools or with business or industry for a specified time-

period, or to carry out unusual academic advisement responsibilities—**proposed outcomes must be submitted.**

 Externally Funded Research and Service Activities. Such activities should be supported by external funds, either research or training grants; that is, accompanying reduction of expectations for service or instruction should mirror the replacement of departmental salary support by externally funded salary support.

How many semester hours of release time are requested? _____

For which Semester? _____

How many graduate hours will be taught during the semester for which release time is requested? _____

What are the expected outcomes of the assignment to be completed during the semester for which release time is requested?

(Please respond legibly and attach a separate if necessary.)

If an accrediting body requires a reduced load for graduate faculty, please provide a copy of the most recent *Standard*.

Faculty Member's Signature

APPROVALS:

Departmental Chair

YES

NO

DATE:

School Dean

Provost

(President's

Designee)

Revised 12/19/2000

APPENDIX 8

BOWIE STATE UNIVERSITY

Policy II-1.19 COMPREHENSIVE REVIEW OF TENURED FACULTY

I. Policy and Purpose

The general purpose of the periodic review of tenured faculty shall be to foster faculty development, assess individual faculty performance over time in order to reward performance, and seek to improve performance when appropriate in keeping with the individual department/unit and/or campus mission. The University shall implement a periodic comprehensive review of tenured faculty as part of a broader faculty development program. A secondary purpose is to articulate the process of tenured faculty review in the context of the University's inclusive annual review of all faculty. (See *BSU Policy II-1.20: Evaluation of Performance of Faculty.*)

II. Applicability

A. Scope: This policy requires a comprehensive review of each tenured faculty member at least every five (5) years. In order to achieve these reviews, each Department shall establish a calendar to comprehensively review an appropriate percentage of faculty each year in order to review all faculty in the Department in five years. Each review shall provide a first comprehensive review or shall evaluate a faculty member's performance since the last comprehensive review and shall also provide an opportunity to establish a professional development plan to serve as part of the basis for the next comprehensive review. Two consecutive *annual* reviews that indicate that a tenured *faculty* member is not meeting expectations shall occasion an immediate comprehensive review, which shall be in addition to those otherwise required by this policy.

Further, this policy is in addition to other University System of Maryland (USM) and institutional policies and procedures concerning faculty evaluation although, where possible, a review under this policy shall be considered in decisions on promotion or other rewards; merit pay, however, shall be based on annual evaluations. This comprehensive review process shall not be substituted for the USM and institutional policies and procedures relating to the termination of tenured appointments, which are in no way amended by this policy.

B. Eligibility: This policy applies to all faculty on indefinite tenure appointments.

C. Responsibility: The Provost and Senior Vice President for Academic Affairs, via faculty peers, Department Chairs, and School Deans, shall ensure that the comprehensive review is implemented and that University resources are available for any identified faculty development.

D. Principles of Implementation

1. The general purpose of the periodic review of faculty shall be to foster faculty development, assess individual faculty performance in order to reward performance and to seek to improve performance when appropriate in keeping with the University's mission.
2. The periodic review shall be a collegial assessment of teaching, research/scholarship, and service of individual faculty and shall provide an opportunity for tenured faculty members to review past performance and develop future plans in the context of institutional and personal objectives.
3. The periodic review shall also be undertaken for the improvement of the academic program to which the reviewed faculty member contributes.
4. The periodic review shall be conducted in a manner consistent with the preservation of academic freedom and research/scholarship.

III. Evaluation Criteria and Portfolio Responsibilities

A. Evaluation Criteria

1. The tenured faculty member shall be evaluated in three areas: instruction, research/scholarship, and service. The evaluation shall be based on the faculty's own pre-stated *annual percentage of time that he/she will focus on each of the above three areas*.
2. Evaluation information shall be required in the following areas:
[vgl]
 - **Teaching:** syllabi, teaching/advisement load, student evaluations, peer evaluations, awards.
 - **Research/Scholarship:** publications, presentations, conference attendance, research grants written/awarded, other scholarship activities.
 - **Service:** university/school/department committee service and service to the profession.
3. In addition, the faculty member shall complete a self-evaluation form covering his/her performance in the past **five** years.
4. The faculty member shall also complete *a five-year development plan* which shall include time-lines.
5. The information provided for review shall be used in reaching a decision as to the following decision categories:

- a. “Meets expectations”;
- b. “Exceeds expectations”; or
- c. “Fails to meet expectations.”

B. Portfolio and Other Responsibilities

1. The faculty member shall be responsible for providing information, with supporting documentation, for the **fifth** year of the review.
2. The Department Chair and the faculty member shall be responsible for the faculty member’s last four annual reviews. The faculty member shall be free to add information, with supporting documentation, to those last four annual reviews.
3. The University shall be responsible for providing resources to support the faculty’s development plan. The development plan shall be accompanied with a proposed budget that shall be submitted to the Provost and the President for their consideration and approval.

C. The School Dean’s Role

1. The School Dean, in consultation, with the Department Chairs, shall establish a comprehensive review cycle for all tenured faculty within the School.
2. Annually, the School Dean, in consultation with the Department Chairs, shall provide a charge and guidelines to the School Evaluation Committee.
3. The School Dean shall monitor the implementation of the faculty’s development plans.
4. The School Dean shall monitor the appeal process, if any appeals.

D. The Department Chair’s Role

1. The Department Chair shall coordinate the annual performance evaluation of all faculty by the faculty’s students, peers, and chair.
2. The Department Chair shall communicate, via a conference and in writing, the results of the annual evaluation to the faculty member and allow the faculty to provide a written response to the evaluation.
3. The Department Chair shall maintain a faculty dossier in which the annual faculty evaluations are maintained, including any faculty written response.
4. If two of a faculty member’s consecutive annual reviews indicate that a faculty member is “materially deficient in meeting expectations,” the

Department Chair shall develop a peer review committee as stipulated in *Item 6 below*.

5. Upon request, the Department Chair shall provide the tenured faculty member slated for review with requested materials from his/her dossier.
6. The Department Chair shall provide to the School Dean a summary of the annual evaluations for the review period of the faculty member slated for review. In addition, the Departmental Chair shall establish a committee of peers in the reviewer's discipline to determine whether the reviewer is meeting expectations in his/her discipline. If the reviewer is found not to be meeting, expectations, the name of the reviewer is forwarded in writing to the School Dean, who shall coordinate an immediate comprehensive review in keeping with *Items E and F below*.
7. Department Chairs shall be subject to review by the Department faculty. The chair shall be evaluated for his/her performance as a faculty member.

E. The Tenured Faculty's Role

1. The tenured faculty member slated for review shall submit a *performance portfolio* of his/her contributions in the areas of teaching, research/scholarship, and service for the period of the review.
2. The tenured faculty member also shall submit his/her future plans for contributions in teaching, research/scholarship, and service.
3. The tenured faculty member shall have the right to review the summary of evaluations by his/her Department Chair and to have a written Statement forwarded with the summary.

F. The School Evaluation Committee's Role

1. The School Evaluation Committee shall meet the first week of November to establish a time-line and deal with other logistics.
2. The Chair of the School Evaluation Committee shall communicate its time-line and reporting format to the School Dean, Department Chairs, and tenured faculty slated for review.
3. The School Evaluation Committee may request additional information from the faculty member, the Department Chair, and/or the School Dean.
4. The School Evaluation Committee shall conduct its review in keeping with the best practices of confidentiality.
5. The School Evaluation Committee members are elected by school faculty. There is to be equal representation from each Department, with one (1)

elected representative per department. These faculty representatives shall have the same rank, as or higher than that of the faculty members slated for review, whenever possible.

6. The elections shall be conducted by the School Elections Committees.
7. If a conflict of interest is alleged against a Committee member, the School Dean shall investigate and make a determination about whether a conflict actually exists. If a conflict is found to exist, an alternate shall be elected to serve.
8. The Chair of the School Evaluation Committee shall be elected by the School Evaluation Committee.
9. The Chair's term of service as Chair shall be for one academic year, starting in August and ending on June 30 the following year.
10. The responsibilities of the Chair of the School Evaluation Committee are:
 - a. Coordinate with Departmental Chairs for the collection of required evaluations of faculty members notified for review during the academic year.
 - b. Provide an analysis of the evaluations produced by the reviewers and the Department.
 - c. Maintain confidential records on all persons reviewed.
 - d. Participate in the development of faculty improvement plans.
 - e. Develop and maintain a list of tenured faculty members and a priority list of those who are eligible for evaluation.
11. A quorum is constituted by having a simple majority present for a meeting.
12. The term of service of each member shall not exceed two years of service.

G. Process

1. Faculty to be evaluated shall be selected by random means based on statistical sampling techniques. The number of faculty reviewed each year shall be determined by each Department based on the eligibility list maintained in each Department.
2. The following time-line shall be adhered to in this review process.

August 15. By no later than August 15 of each year, each School Dean shall notify each tenured faculty member slated for review that the review process is to be

implemented and to prepare the faculty member's portion of the *Performance Portfolio*.

September 7. By no later than September 7 of each year, the School Dean, the Department Chair and each faculty member slated for review shall, in accordance with this policy submit to the Chair of the School Evaluation Committee, their required portions of the *Performance Portfolio*.

October 1. By no later than October 1 of each year, each department shall elect member (s), as needed, to serve on the School Evaluation Committee (SEC).

November 1. By no later than November 1 of each year, the members of the SEC, as well as any alternates to the SEC, shall meet. At the first meeting, a chair shall be elected. The Committee shall also review its charge from the School Dean and Department Chair as well as complete any other necessary business.

February 7. By no later than February 7 of each year, the School Dean, the Department Chair, and each faculty member slated for review shall, in accordance with this policy, submit to the Chair of the SEC their required portions of the *Performance Portfolio*.

February 15. By no later than February 15 of each year, the Chair of the SEC shall notify the School Dean and the Department Chair if any required document is missing from a *Performance Portfolio* of any of the tenured faculty member slated for review. The School Dean and the Department Chair shall take appropriate action to ensure that any missing documentation, including documentation required to be supplied by a faculty member, is received by the Chair of the SEC by no later than February 28.

February 28. By no later than February 28 of each year, the SEC shall meet to begin review of the *Performance Portfolios*.

April 1. By no later than April 1 of each year, the SEC shall complete its recommendation to the School Dean for each reviewed tenured faculty member.

The recommendation shall indicate whether a faculty member's performance *meets expectations*, *exceeds expectations*, or *fails to meet expectations*. If a faculty member's performance fails to meet expectations, the SEC may make recommendations about how a faculty member can improve his/her performance so that it meets expectations. A copy of the recommendation shall be sent to the tenured faculty member.

April 9. By no later than April 9 of each year, if a tenured faculty member does not agree with the SEC's recommendation to the School Dean the candidate may appeal the recommendation in accordance with *Item 3 below*.

May 7. By no later than May 7 of each year, the SEC's recommendation for each reviewed faculty member shall be forwarded to the School Dean for review and

evaluation. If a faculty member appeals the SEC'S recommendation, the Appeals Committee shall also furnish its recommendation to the School Dean by no later than May 7.

May 20. By no later than May 20 of each year, if a faculty member's performance is not judged as meeting expectations, a specific development plan shall be worked out among the Dean, the Department Chair, and the faculty member, consistent with the overall faculty development programs and resources, if appropriate, for faculty development. This plan shall include a procedure for evaluation of progress at fixed intervals and shall be signed by the Dean, the Department Chair, and the faculty member.

May 25. By no later than May 25 of each year, the Dean shall issue a written evaluation for each reviewed faculty member. A copy of the written evaluation shall be forwarded to each reviewed faculty member, the Department Chair(s), the Chair of the SEC and, if applicable, the Chair of the Appeals Committee. If a faculty member's evaluation indicates that he/she does not meet expectations of the development plan established by the Dean in conjunction with the Department Chair and the faculty member, a review by the SEC shall be initiated to determine the relevant cause(s) for the tenured reviewed faculty member's performance.

May 30. By no later than May 30 of each year, each School Dean shall provide the Provost and Senior Vice President for Academic Affairs with a full report on the comprehensive evaluation of the tenured faculty members reviewed in accordance with this policy.

June 1. By no later than June 1 of each year, each reviewed faculty member shall return to the School Dean a receipt, signed and dated by the faculty member, which acknowledges that the faculty member received a copy of his/her written comprehensive review.

3. Grievance Procedure

- a. A faculty member reviewed under this policy may appeal the SEC's recommendation to the School Dean to the School Appeals Committee. The Appeals Committee shall be composed of two elected faculty members from each Department.
- b. Within seven (7) working days after the completion of the SEC's recommendation concerning a faculty member's comprehensive review, the faculty member shall submit his/her request for an appeal to the School Appeals Committee. The request for an appeal shall state clearly and concisely the recommendation about which the candidate is appealing and with particularity the reasons the tenured faculty member believes that he/she deserves a different evaluation recommendation.
- c. Within fourteen (14) working days, after receipt of an appeal request, the Chair of the School Appeals Committee shall convene a Hearing on the appeal. This appeal is not an adversarial, trial-type proceeding. Instead, it is a limited review of a

discretionary decision concerning whether a faculty member meets the requisite criteria in the areas of instruction, research/scholarship, and service as well as whether the faculty member meets the workload criteria established by the University System of Maryland System *Policy on Faculty Workload and Responsibilities* (II-1-25).

- d. The School Appeals Committee will ordinarily hear from the candidate, the Chair of the Department and the Chair of the SEC. In some circumstances, the Appeals Committee may hear from other individuals with knowledge of the faculty member's professional performance. The committee will not consider materials not included in the *Performance Portfolio*, unless good cause is shown why such material should be included in the Portfolio.
- e. The same confidentiality accorded to the SEC review process shall be observed in any proceedings before the School Appeals Committee.
- f. At any point during the appeal process, the School Appeals Committee may, through the President, request the advice of the Office of the Attorney General on legal issues presented by the appeal.
- g. After the completion of the Hearing, the School Appeals Committee shall make a recommendation to the School Dean concerning the faculty member's appeal. The Appeals Committee's function in making this recommendation is limited to reviewing the proceedings leading to the SEC's recommendation. Accordingly, the Appeals Committee shall recommend a departure from the SEC's recommendation *only* if it finds that the faculty member demonstrated clearly:
 - (i.) that the SEC's recommendation was based on an illegal or impermissible factor which violates freedom of speech or prohibitions against discrimination on the basis of race, ethnic origin, sex, religion, age or handicap; or
 - (ii.) that the SEC's recommendation was arbitrary, capricious, and injudicious because it was based on clearly erroneous information, or was wholly unsupported by information before the SEC; or
 - (iii.) that the procedures established by this Policy were violated and that the violation was so significant as to cause clear prejudice to the faculty member.
- h. The School Appeals Committee shall not substitute its judgment for that of the SEC. Further, it shall not recommend a departure from the SEC's recommendation on the grounds that one or more of the review criteria were given greater weight than others or that particular materials were considered more significant than other materials.
- i. The School Appeals Committee shall provide its recommendation to the School Dean within ten (10) working days after the conclusion of the Hearing. Copies of

its written recommendation shall also be provided within this same ten-day period to the candidate, the Department Chair, and the Chair of the SEC. The School Dean shall make a recommendation to the Provost, who shall make a final recommendation to the President. The President's decision shall be final.

IV. Result: A system for the comprehensive review of tenured faculty conducted in a manner consistent with the preservation of academic freedom.

V. Definitions: None

VI. Exceptions: None

Revised 5/9/98

APPENDIX 9
(Based on NCATE Standards)
BOWIE STATE UNIVERSITY
SYLLABUS FORMAT

School of _____

Department of _____

Course Title/Section _____ Credits _____

Semester and Year _____

Instructor _____

Office Location _____

Office Hours _____

Telephone # _____ E-mail Address _____

Course Prerequisites (if any)

Course Description (from the University Catalog)

Required Text (s)

Recommended/Supplemental Text or Reference Material

Library Requirements

Technology Requirements

Expected Outcomes/Course Objectives

Student Requirements/Guidelines

Teaching Modes

Evaluation Procedures (minimum requirements for successfully completing the course and final grade computation.)

Course Content Outline

Course Requirements

Important Dates (quizzes, papers, exams, last day to drop course, etc.)

Important Information (University Closing, Policies, etc.)

BOWIE STATE UNIVERSITY
SYLLABUS
Department of History and Government
History 115 African American History Since 1865 Class Room - MLK 227

Instructor: Dr. M. Sammye Miller, 301-860-3320/3322
Office Hours: MW 11 am to 12 NOON

Office Location: New Science Bldg, 315 C
E-MAIL: smiller@bowiestate.edu
Fax: 301-860-3325

COURSE DESCRIPTION

Prerequisite: ENGL 101. An analysis of the role of Black American life from the Civil War to the present.
(Note: May be taken for honors credit.)

REQUIRED TEXT

Hine, Darlene C, & William C. Hine: *The African American Odyssey*. Vol. 2. Upper Saddle River, New Jersey: Prentice Hall, 2000.

STUDENT OUTCOMES

Student will:

1. be acquainted with the historian's craft
2. be exposed to various historiographical writings
3. develop an appreciation of the complex societal forces in operation during the 20th Century such as racial segregation, enactment from federal and state law affecting black America, rural migration and technology that gave rise to Civil Rights era, Black Nationalism and the political dynamics presented by the new millennium
4. have an understanding of the unique institutions, organizations and systems that were developed by the transplanted African to Americas that aided in their survival and adaptation to a new environment and culture after the Civil War
5. study the impact of the Reconstruction, the Gilded Age, the World War I and its aftermath upon the status of the freedmen who had been displaced from the Plantation and thrust upon a new technological advanced America.

SPECIFIC LEARNING OBJECTIVES

1. to assist the student's understanding of the methodology and techniques of the historian's craft by utilizing the material culture of the African-American experience from the Civil War to the present.
2. to develop the student's skills in research & library skills through the use of African-American documents & bibliographic reference tools.
3. to strengthen the student's ability in the areas of critical thinking and abstract reasoning through the examination of historical problems that the confronted the "displaced" *freedmen* in modern America.
4. to aid in the student's understanding of the larger plight of humanity through the uniqueness of the African-American experience in western culture.

CURRICULUM THEMES

Academic Scholar
Multicultural and Global Perspectives
Personal and Interpersonal Perspectives
Technological Applications

CORRESPONDING OUTCOMES OR OBJECTIVES

Outcome, 1,2, all objectives
Outcome, 3, 4, 5, all objectives
Outcome, 3, 4, 5, all objectives
1, 2, objectives 1 & 2

TEACHING MODES

Teaching modes include student participation in group discussions, lectures, audio-visual materials, and special research assignments involving the use of primary and secondary sources in the discipline that are located major in repositories such as the Library of Congress, The National Archives and other learning centers in the greater Baltimore-Washington area.

SPECIAL ASSIGNMENTS: BOOK REVIEWS OR ANNOTATED BIBLIOGRAPHIES:

The book for review may be selected either from the bibliography found on the back of the course syllabus or can be any other book which has been approved by the instructor. The submitted review must be typewritten (double-spaced) and blocked according the style found in the **JOURNAL OF NEGRO HISTORY, THE JOURNAL OF SOUTHERN HISTORY, or THE JOURNAL OF AMERICAN HISTORY**. For the writer's guide on the reviews see, Jacques Barzun, **THE MODERN RESEARCHER**, pp. 271-274 or Louis Gottschalk, **UNDERSTANDING HISTORY**, "The Obligation of the Book Reviewer." The review should be submitted two weeks prior to the final examination. No late reviews will be accepted. The instructor will proof review drafts before final submission date.

COURSE GRADE:

1/3 of all examination including the final; 1/3 of quizzes and oral presentations; 1/3 of all homework assignments and class participation.

TOPICAL OUTLINE:

1. **CIVIL WAR**, Hine/Hine, vol. 1, ch. 11
 - a. slides on the Coming of the Civil War & the Black Civil War Soldier
 - b. The Constitution and Black America before the War
 - c. Lincoln and the Negro an elusive freedom
 - d. UNIT EXAMINATION-Week of September 25-30

2. **BLACK RECONSTRUCTION TO THE ERA OF TUSKEGEE**, chaps. 12, 13, 14 & 16
 - a. Slide presentation on Blacks in Reconstruction/Reconstruction Amendments
 - b. The Talented Tenth-Du Bois Video, quiz and study guide - Mid-Term Week of October 25-30

3. **BACK TO AFRICA & THE HARLEM RENAISSANCE**, chaps. 16, 17, 18, 19 & 20
 - a. Garvey Video, quiz and study guide
 - b. Essay Examination, Harlem Renaissance - Week of November 25

4. **BLACK NATIONALISM vs. CIVIL RIGHTS: BLUEPRINTS FOR SURVIVAL**
 - a. Legacy. Malcolm X, Martin Luther King, Jr. & Elijah Muhammad
chaps: 22 and 23
audio tapes: Malcolm & Martin, quizzes and study guides
video tapes: Malcolm X Autobiography, quiz
video tapes: Eyes on the Prize/nos. 4 & 3
No Easy Walk & Ain't Scared of Your Jails, quizzes and study guides
selected reading: Letter from Birmingham Jail, essay required

5. **NON-CONFORMING PROTEST**
 - a. Kwame Ture, The Rise of the Black Power Movement to the Black Panther Party
 - b. Latter day Back to Africa Movements—Pan African Zealots
 - c. Islam revisited Louis Farrakhan

- d. Impact of Rap & Hip Hop Culture: *TUPAC SHAKUR-THUG IMMORTAL*

FINAL EXAMINATION : WEDNESDAY, DECEMBER 18, 2002 - 1:00-2:50 PM

NOTE: After completing English 101 and 102, student must take and pass the Bowie State University English Proficiency Examination. Transfer students who completed their English composition requirements at another university should take the English Proficiency Examination during the first semester of enrollment at the University.

BOOK REVIEWS AND ALL WRITTEN ASSIGNMENTS REQUIREMENTS

1. CONTENT ANALYSIS =40%
2. GRAMMER AND SENTENCE STRUCTURE =40%
3. STYLE, ORIGINALITY AND TIMELY SUBMISSION =20%
4. The Professor reserves the right to accept material from an unexcused absence.

ORAL PRESENTATIONS

1. CONTENT AND ANALYSIS =70%
2. CLARITY OF PRESENTATION & DELIVERY =30%
3. AN UNEXCUSED ABSENCE CAN RESULT IN TOTAL LOSS OF CREDIT FOR A PRESENTATION.

CLASS ATTENDANCE

1. CLASS ATTENDANCE IS MANDATORY
2. UNEXCUSED ABSENCE CAN RESULT IN TOTAL LOSS OF CREDIT FOR QUIZZES, EXAMINATIONS, AND ALL OTHER ASSIGNMENTS.

****SPECIAL NOTE:**

ONLY LETTER GRADES ARE RECORDED!

ONLY LETTER GRADES ARE USED TO COMPUTE AND AVERAGE THE FINAL COURSE GRADE!

SELECTED BIBLIOGRAPHICAL REFERENCES

SLAVE EXPERIENCE

L. FILLER, **THE CRUSADE AGAINST SLAVERY**

Fishel & Quarles (eds.), **THE BLACK AMERICAN**

J.H. Franklin, **THE FREE NEGRO IN NORTH CAROLINA, 1790-1860**

_____, **THE EMANCIPATION PROCLAMATION**

_____, **FROM SLAVERY TO FREEDOM**

_____, **THE MILITANT SOUTH, 1800-1861**

E.F. Frazier, **THE NEGRO FAMILY IN THE UNITED STATES**

E. Genovese, **THE POLITICAL ECONOMY OF SLAVERY**

C.M. Green, **THE SECRET CITY**

L.J. Greene, **THE NEGRO IN COLONIAL NEW ENGLAND**

O. Handlin, **RACE & NATIONALITY IN AMERICAN LIFE**

M. Herskovits, **THE MYTH OF THE NEGRO PAST**

W. Jordan, **WHITE OVER BLACK. AMERICAN ATTITUDES TOWARD THE NEGRO, 1550-1812**

L.F. Litwack, **NORTH OF SLAVERY: THE FREE NEGRO IN THE UNITED STATES, 1790-1860**

Mannix & Couley, **BLACK CARGOES: A HISTORY OF THE ATLANTIC SLAVE TRADE**

U.S. Phillips, **AMERICAN NEGRO SLAVERY**

_____, **LIFE & LABOR IN THE OLD SOUTH**

Quarles, **FREDERICK DOUGLASS**

_____, **THE NEGRO IN THE AMERICAN REVOLUTION**

_____, **THE BLACK ABOLITIONIST**

_____, **THE NEGRO IN THE CIVIL WAR**

Stamp, **THE PECULIAR INSTITUTION**

Tennenbaum, **SLAVE AND CITIZEN: THE NEGRO IN THE AMERICAS**

Wade, **SLAVERY IN THE CITIES**

Walker, **WALKER'S APPEAL**

Williams, **CAPITALISM & SLAVERY**

Woodson, **THE EDUCATION OF THE NEGRO PRIOR TO 1861**

Woodman, **SLAVERY & THE SOUTHERN ECONOMY**

Van Woodward, **THE BURDEN OF SOUTHERN HISTORY**

Civil War and Reconstruction

Cornish, **The Sable Arm: Negro Troops in the Union Army.**

McPherson, **The Struggle for Equality; Abolitionists and the Negro During the Civil War and Reconstruction.**

_____, **The Negro's Civil War.**

Quarles, **The Negro in the Civil War.**

_____, Lincoln and the Negro.

Leech, Reveille in Washington.

Minion, "Negro Soldiers in the Confederate Army," Crisis, June-July, 1978.

Wesley, Negro Americans in the Civil War.

_____, The Employment of Negro Soldiers in the Confederate Army." Journal of Negro History (1919), 239-253.

Brewer, The Confederate Negro Virginia Craftsmen and Military Laborers, 1861-1865.

Wilson, The Black Phalanx.

Higginson, Army Life in Black Regiment.

Williams, A History of Negro Troops in the War of Rebellion

RECONSTRUCTION

Dubois, Black Reconstruction

McKittrick, Andrew Johnson and Reconstruction

Cox, Politics, Principle and Prejudice, 1865-1866

Wharton, The Negro in Mississippi

Rose, Rehearsal for Reconstruction

Williamson, After Slavery: The Negro in South Carolina During Reconstruction

Bentley, A History of the Freedmen's Bureau

Bond, Negro Education in Alabama

Blassingame, Black New Orleans, 1860-1880

Franklin, Reconstruction

Billington, Journal of Charlotte Forten

Lynch, Facts About Reconstruction

Woodson, Negro Orator and Their Orations

Drake, "Freedmen's Aid Societies," Journal of Southern History

Shuggs, Origins of the Class Struggle in Louisiana

Aptheker, Documentary History of the Negro People, vol. 2, pp. 540-546

Commager, Documents In American History nos. 260-269

THE GILDED AGE

Logan, Betrayal of the Negro

Woodward, Origins of a New South

_____ . The Stranger Career of Jim Crow

_____ . Tom Watsons: Agrarian Rebel

Kirwan Revolt of the Rednecks: Mississippi Politics, 1876-1925

Singletary, Negro Militias

Horn, The Invisible Empire (see also Congressional Testimony on the Ku Klux Klan Conspiracy)

Hicks, The Populist Revolt

Key, Southern Politics

Cash, Mind of the South

Sherman, The Republican Party and Black America

Durham & Jones, The Adventures of the Negro Cowboys

Beasley, The Negro Trail Blazers of California

Berwanger, The Frontier Against Slavery

Darris & Brooks, Blacks in the City: A history of the National Urban League

Gossett, RaceL The History of an Idea in America

Klineberg, Negro Intelligence and Selective Migration

Snyder, Race

Encyclopedia of Social Science, "Race, Racialism, and Racism"

Hofstadter, Social Darwinism in American Thought

Johnson & Bond, "Physical and Mental Abilities of the American Negro, July, 1934-317-329

Rucharmes, Racial Thought in America, vol. 2

Banton, Race Relations

Benedict, The Races of Mankind

Berry, Race and Ethnic Relations

Barzun, Race

Page 7

Afro-American History: 115

Boyd, **Genetics and the Races of Man**

Cosmas, **Racial Myths**

Essay

Name: _____

A well developed essay should have the following:

1. Thesis statement or point of narrative direction
2. Subsequent building paragraphs
3. Sufficient documentation, that is, relevant sources or bibliography; supporting facts and data through references; historical examples with names, places and dates; and some historical interpretation or historiographical perspective. Your textbook, news articles and other books are especially helpful in this approach.
4. Some concluding statement.
5. Before you start, develop an outline on what you intend to write and how you plan to write it. Anything: less than this is not a college level essay:

the most typical American city, if not the most beautiful, gracious, or lovable, remains to be written. If it ever is, Condit's works will provide a monumental and essential contribution to its bibliography.

BOSTON, MASSACHUSETTS

JOHN BURCHARD

The Nazi Movement in the United States, 1924-1941. By Sander A. Diamond. (Ithaca: Cornell University Press, 1974. 380 pp. Illustrations, tables, appendixes, notes, bibliographical note, and index. \$15.00.)

For many Americans, one disturbing development of the 1930s was the appearance in the United States of a self-proclaimed National Socialist movement; one which by its uniforms, rhetoric, publications, and activities deliberately copied the German model. Here was a dramatic challenge, whether seen as an attack on the country's domestic values and institutions or its international security. Sander A. Diamond has studied this movement from its origins in the early 1920s to its demise in World War II.

On the basis of extensive research in German and American records—the latter including both recently opened court records and materials confiscated by the Office of Alien Property—the author demonstrate that the movement originated among Germans who emigrated to the United States after World War I and that it remained confined almost entirely to this element. While showing more accurately than others how the Bund at various stages was assisted by institutions and organizations inside Germany, Diamond also demonstrates how initial hopes and expectations on the German side gave way to doubts and reservations and eventually even opposition to a group perceived as counterproductive. This last finding serves to reinforce the author's view that the organizational skills of Heinz Spang-nöbel and the leadership abilities of Fritz Kuhn contributed substantially to the growth and development of the Bund in spite of wrangling on the inside and pressures from the outside.

If the book is a useful contribution on an important subject, there are some unnecessary defects. The author has made good use of the records of the Deutsches Ausland-Institute microfilmed at Alexandria, Virginia, but he neglected those portions of the Institute's records held by the Library of Congress. Congressman Samuel Dickstein appears with great frequency in the book, but there is nowhere any serious discussion of this figure. No one could guess from the many references to Consul General Otto Kiep that this man paid for his opposition to Hitler with his life.

There is an uncertain quality about the book. The quotation from the German ambassador on page 105 is not in the document cited. Surely the Bund's decline in 1937 cannot be attributed to the events of 1938, even if the latter are discussed before the former. The same speech of Kuhn is quoted and discussed on two separate occasions. This reader is not persuaded by Diamond's attribution of great importance to the refugees or his view that anti-German sentiment in the United States after the events of November 1938 was a passing reaction.

It is frustrating to see a major piece of work by an author of great industry, ability, and ingenuity so flawed. The subject deserves better; perhaps with more attention to the organization of the narrative and the delineation of the sequence of events Diamond would provide a revised edition.

¹*The Closing of the Door: Sino-American Relations, 1936-1946.* By Paul A. Varg. (East Lansing: Michigan State University Press, 1973. z + 300 pp. Map, illustrations, notes, and index \$10.00.)

China's famed sway over the American mind rarely governed policy, even in the decade of supposed intimacy examined here. Paul A. Varg shows that on the contrary Washington viewed China as intractable and inchoate. China's importance to the United States depended not on its intrinsic value as a market or democratic protégé, but varied according to the ebb and flow of world and regional balances and tensions. Seemingly vital at one moment, it would drift to the margin of American security concerns the next. Policy was preventative and derivative, seeking the line of least disadvantage. Before Pearl Harbor, Roosevelt sought to provide just enough help to keep China from surrendering to Japan; in the lean years of 1942 and 1943 a trickle of aid and promises of postwar greatness had to suffice. Sino-American relations worsened during the war as Americans learned of Kuomintang corruption, economic chaos, and listlessness against Japan, and as trans-Pacific campaigns reduced the importance of China as a base for assault on Japan. Truman officials clung to Chiang Kai-shek not because he represented any real hope of a free, united China but from fear of a divided China, inviting Soviet and American involvement and confrontation. In spite of the varied enthusiasms and visions of China hands, old and new, the American official mind was essentially bearish on China.

What is missing in Varg's account, and is supplied by Akira Iriye's recent *Cold War in Asia*, is the idea of regional stability through mutual Soviet American respect for Chinese integrity and independence. That idea, in spite of American military assistance to the Nationalists, persisted beyond the end of the Marshall mission. The Cold War came to Asia incrementally; the door did not quite close in 1946.

Varg has gathered much fresh evidence from newly opened Hyde Park files, army and state department archives, the Hurley Papers, and the recently published *Foreign Relations* volumes, all of it interesting and welcome. Nevertheless, this is a disappointing book, repetitious and discursive, short on interpretation and argument, and lacking in coherence and analytical framework. The evidence is mostly left to speak for itself. After a good beginning, the writing becomes rough and awkward. "Living costs,"

ACADEMIC CALENDAR

AUGUST 2002

Mail-in Registration Deadline (with payment).	16
Fall Semester 2002 Payment due (Registered Students ONLY)	23
<i>Note:</i> Non registered students must attend the arena registration	
Schedule Adjustment Period Begins (Prepaid students only)	26
Faculty Seminar	27
FALL 2002 ARENA REGISTRATION:	
Off-Campus Centers -First Eight Weeks Classes	
Southern Maryland Higher Education Center	20
Thomas Stone High School	21
Kingdom Baptist Church Education Center (Held at Thomas Stone HS in the Cafe Area)	21
Calvert County/Brook Center	22
Annapolis Armory (Held at Fort Meade Center)	28-29
Anne Arundel Community College A	29
Andrews AFB (Held at Landover Higher Education for Non-Military Personnel) (Held for Military Personnel Only)	27-28
Landover Higher Education (Held for Non Military Personnel)	26-29
Prince George's Community College (Held at Landover Higher Education for Non-Military Personnel)	27-28
Fort George G. Meade Center	27-28
Shady Grove Center/Mont. Co.	26-28

New Student Orientation

Residence Halls Open

New Graduate Students

Returning Students

Registration: On-Campus

Seniors	8:30 a.m. – 6:00 p.m.	Monday	26
Juniors	8:30 a.m. – 6:00 p.m.	Tuesday	27
Sophomores	8:30 a.m. – 8:00 p.m.	Wednesday	28
Graduate Students	8:30 a.m. – 8:00 p.m.	Thursday	29
Freshmen	8:30 a.m. – 5:00 p.m.	Friday	30

SEPTEMBER 2002

Labor Day Holiday: University Closed	2
Classes Begin: Main Campus	3
First Eight Weeks Classes Begin for All Centers	3
Late Registration (Late fees apply)	3-10
Last Day to Add a Class	10
Schedule Adjustment Ends: Last Day to Drop Course without "W" grade	10
<i>President's State of the University</i>	11
<i>Fall Convocation -Samuel L Myers Aud 10:00 a.m.</i>	
Graduate Comprehensive Examination Orientation 4:00 p.m. (see program coordinators for locations)	17
Career Services presents Fall 2002 Career Fair	18

OCTOBER 2002

Last Day to Drop (1 st eight week courses) *	4
Graduate Comprehensive Examination	5
Last Day to Apply for Graduation	11
Students completing Agree requirements in Fall 2002	
English Proficiency Examination	11-12
Last Day for Removal of Incomplete Grades	15
Graduate/Professional School Information Day :	23
Fall 2002	2

OCTOBER 2002 (continued)

Registration: Off-Campus Centers - Second Eight Week Classes	
Southern Maryland Higher Education	16
Thomas Stone High School	16
Kingdom Baptist Church Education Center (Held at Thomas Stone HS in Cafe Area)	15-17
Annapolis Armory	15-17
Fort George G. Meade Center	17
Calvert County/Brooks Center	17
Anne Arundel Community College	19
Landover Higher Education	22-23
(Held for Non-Military Personnel)	
Prince George's Community College	22-23
(Held at Landover Higher Education for Non-Military Personnel)	
Andrews AFB	21-24
(Held for Military Personnel Only)	
(Held at Landover Higher Education for Non-Military Personnel)	22-23
Shady Grove/Montgomery College	21-23
First Eight Weeks Classes End	
First Eight Week Session	24
Second Eight Weeks Classes Begin	
Second Eight-Week Session	25
Homecoming Week	13-19
Homecoming Game	19
Main-Campus Mid-Semester Evaluations (Grades are due 72 hours after examination)	10/28-11/1

NOVEMBER 2002

Last Day to Add (2 nd eight week class)	1
MINI-SEMESTER 2003 REGISTRATION BEGINS	
Last Day to Change -Credit to Audit-Undergraduate Students Only	18
Last Day to Withdraw from Course - "W" grade	18
Last Day to Drop (2 nd eight week class)	22
REGISTRATION BEGINS: SPRING 2003 (Payment due January 2003 to secure registration)	25
Residence Halls close at 5:00 p.m.	27
Thanksgiving Recess (University closes November 27 at 5:00 p.m.)	11/28-12/1
Residence Halls Re-open at Noon	30

DECEMBER 2002

Classes Resume	2
Last Day to Apply for May 2003 Graduation	4
Students completing degree requirements in Spring 2003	
Mini-Teacher recruitment Day	6
Last Day of Classes: Main Campus	13
Final Examinations for Fall 2002 (Main Campus Only)	14-20
Second Eight Weeks Classes End	
Second Eight-Week Session	
Residence Halls close at 7:00 p.m.	20
End of Semester	23

JANUARY 2003

Mini-Semester 2003- Classes begin	4
Martin Luther King Jr. Holiday- (University Closed)	20
End of Session	24
Mini-Semester 2003 Grades Due to Registrar	28

GENERAL INFORMATION

SCHOOL OF ARTS & SCIENCES

Dr. M. Sammye Miller, Interim Dean, MLK Bldg, 0202 301-860-3320

Dr. Cosmas Nwokefor
Interim Assistant Dean,
MLK Bldg, 205
301-860-3320

Communications
Dr. Ritchard M'Bayo, Chair
301-860-3700

Computer Science
Dr. Sadanand Srivastava, Chair
301-860-3960

English & Modern Languages
Dr. Hardy Cook, Chair
301-860-3670

Fine and Performing Arts
Dr. Clarence Knight, Jr., Chair
301-860-3570

History and Government
Dr. William Lewis, Interim Chair-301-860-3600

Mathematics
Dr. Olusola Akinyele, Chair,
301-860-3350

Military Sciences
Lt. Col: Clayton Bowman
301-860-3560

Natural Sciences
Dr. Elaine Davis, Chair
301-860-3330

SCHOOL OF GRADUATE STUDIES AND CONTINUING EDUCATION

Dr. Ida Brandon, Dean
Henry Administration Bldg.,
Rm. 241 301-860-3406

Dianne Maloney-Krichmar
Assistant Dean
Henry Administration Bldg.,
Rm. 241 301-860-4212

STUDENT AFFAIRS

Renardo Hall, Dean
Henry Administration Bldg., Rm.
226 301-860-3390

ENROLLMENT, RECRUITMENT & REGISTRATION OFFICE OF ADMISSIONS OFFICE OF THE REGISTRAR

Henry Administration Building. 0106-301-860-3415

OFFICE HOURS

Mon, Tues, Thur, Fri 8:00 A.M. - 5:00 P.M.
Wednesday 8:00 A.M. - 7:00 P.M.

FINANCIAL AID

Henry Administration Building, 0118-301-860-3540

OFFICE HOURS

Mon, Tues, Thur, Fri 8:00 A.M. - 5:00 P.M.
Wednesday 8:00 A.M. - 7:00 P.M.

STUDENT ACCOUNTS

Henry Administration Building, 143-301-860-3490

OFFICE HOURS

Mon, Tues, Thur, Fri 8:00 A.M. - 5:00 P.M.
Wednesday 8:00 A.M. - 7:00 P.M.

CASHIER

Mon, Tues, Thur, Fri 8:00 A.M. - 4:30 P.M.
Wednesday 8:00 A.M. - 7:00 P.M.

STUDENT SUCCESS & RETENTION CENTER

Center for Learning & Technology, 302
301-860-3295

SERVICE HOURS

Monday – Friday 8:00 A.M. - 5:00 P.M.
Wednesday 8:00 A.M. 7:00 P.M.

BOOKSTORE-FOLLETT

Wiseman Centre, 108-301-860-A350

SERVICE HOURS

Monday & Tuesday 9:00 A.M. 7:00 P.M.
Wednesday & Thursday 9:00 A.M. - 5:00 P.M.
Friday 9:00 A.M. - 3:00 P.M.

BOWIECARD-IDENTIFICATION CARD

Wiseman Centre, 118-301-860-3793

SERVICE HOURS

Monday – Friday 8:00 A.M. 5:00 P.M.

COMPUTER CENTER (STUDENT LAB)

Thurgood Marshall Library, Basement
301-860-4357

SERVICE HOURS

Monday-Thursday 8:00 A.M. 12:00 P.M.
Friday 8:00 A.M. - 5:00 P.M.
Saturday-Sunday 10:00 A.M. - 5:00 P.M.

THURGOOD MARSHALL LIBRARY

Reference & Special Collections, 2nd Floor
301-860-3850

SERVICE HOURS

Monday-Thursday 8:00 A.M. - 12:00 P.M.
Friday 8:00 A.M. - 5:00 P.M.
Saturday 9:00 A.M. - 6:00 P.M.
Sunday 1:00 P.M. - 9:00 P.M.

SCHOOL OF EDUCATION

Dr. Vernon C. Polite, Dean
Center for Learning & Technology
Rm. 224 301-860-3230

Dr. Charles Hodge
Assistant Dean & Interim Chair
Dept. of Educational Leadership
Center for Learning & Technology
Rm. 224 301-860-3230

Counseling

Dr. Jake A. Johnson, Interim Chair
Center for Learning & Technology
301-860-3239

Teaching, Learning, and Professional Development

Dr. Lola LeCounte, interim Chair
Center for Learning & Technology
301-860-3135

HONORS COLLEGE

Mary McManus, Interim Dean
University College Of Excellence
Thurgood Marshall Library, 279 301-860-4090

PROFESSIONAL STUDIES

Dr. Eleanor Walker, Interim Dean
Center for Learning & Technology
CLT, 318 301-860-3230

Dr. Cheryl Blackman, Interim Assistant Dean & Chair of
Psychology
CLT, 319 301-860-4703

Behavioral Sciences & Human Services

Dr. Anne Leslie, Chair
Center for Learning & Technology
301-860-3101

Business, Public Admin. & Econ.

Dr. Mathis Mbah, Chair
Martin Luther King Jr. Bldg
301-860-3620

Nursing

Dr. Noel Eller, Interim Chair
Center for Learning & Technology
301-860-3210

Social Work

Dr. Doris Polston, Interim Chair
Center for Learning & Technology
301-860-3250

GENERAL INFORMATION

**A passing score on the Bowie State University
English Proficiency Examination (EPE)
is a graduation requirement
for all
undergraduate students, all transfer undergraduate
students, and all second-degree and certification
students.**

What must you do to take this examination?

You must register for the examination in the Office of the Registrar by the last day of the *Schedule Adjustment* period and you must bring to the examination two #2 pencils, two 8 1/2 x 11" blue books (available in most college bookstores and not sold at the test site), and a form of identification with a photograph. You must have received a "C" or better in ENGL 101 and ENGL 102 (or transferred equivalent to BSU) to sit for this examination.

You will have two hours* to complete the handwritten examination and will be prohibited from using a dictionary, thesaurus, or prepared materials or aids. You will be provided several topics and asked to write a well-developed essay with an introductory paragraph; which includes a thesis, **at least** two to four paragraphs of support, and a concluding paragraph. The elements of the five-paragraph essay you were required to write for English 102 will suffice.

What support services are available to you?

If you anticipate difficulty, please visit the Computer-Assisted Writing Center in the Department of English and Modern Languages or Student Support Services in the Student Success and Retention Center to seek assistance.

*You will, however, be asked to set aside three hours for the examination, an hour of which is required to seat students.

English Proficiency Review Sessions

Wednesday, September 25	Thursday, September 26	Saturday, October 5
5:30 p.m. - 7:30 p.m.	5:30 p.m. - 7:30 p.m.	10:00 a.m. - 1:00 p.m.
Center for Learning & Technology (CLT) Room 117	Center for Learning & Technology (CLT) Room 117	Center for Learning & Technology (CLT) Room 117

English Proficiency Test Center for Learning & Technology, Room 102

ENGL PRO.001	October 10, 2002 (2:00 p.m. - 5:00 p.m.)
ENGL PRO.002	October 11, 2002 (10:00 a.m. - 1:00 p.m.)
ENGL PRO.003	October 12, 2002 (9:00 a.m. - 12:00 noon)
ENGL PRO.004	October 12, 2002 (2:00 p.m. - 5:00 p.m.)

The EPE Exam will *not* be given during the summer or mini-semester.

FINAL EXAMINATION SCHEDULE

Final Examination Schedule for Fall 2002 (December 14 - 20, 2002)

MWF CLASSES	EXAMINATION DATE	TIME	
8:00 a.m.	Monday (M)	December 16, 2002	10:00 a.m. - 11:50 a.m.
9:00 a.m.	Tuesday (T)	December 17, 2002	10:00 a.m. - 11:50 a.m.
10:00 a.m.	Wednesday (W)	December 18, 2002	10:00 a.m. - 11:50 a.m.
11:00 a.m.	Thursday (R)	December 19, 2002	10:00 a.m. - 11:50 a.m.
12:00 p.m.	Tuesday (T)	December 17, 2002	1:00 p.m. - 2:50 p.m.
1:00 p.m.	Wednesday (W)	December 18, 2002	1:00 p.m. - 2:50 p.m.
2:00 p.m.	Monday (M)	December 16, 2002	1:00 p.m. - 2:50 p.m.
3:00 p.m.	Thursday (R)	December 19, 2002	1:00 p.m. - 2:50 p.m.
4:00 p.m.	Friday (F)	December 20, 2002	1:00 p.m. - 2:50 p.m.

TR CLASSES	EXAMINATION DATE	TIME	
8:00 a.m.	Thursday (R)	December 19, 2002	3:00 p.m. - 4:50 p.m.
9:30 a.m.	Monday (M)	December 16, 2002	3:00 p.m. - 4:50 p.m.
11:00 a.m.	Friday (F)	December 20, 2002	10:00 a.m. - 11:50 a.m.
12:30 p.m.	Tuesday (T)	December 17, 2002	3:00 p.m. - 4:50 p.m.
2:00 p.m.	Wednesday (W)	December 18, 2002	3:00 p.m. - 4:50 p.m.
3:30 p.m.	Friday (F)	December 20, 2002	1:00 p.m. - 2:50 p.m.

SPECIAL EXAMINATIONS	EXAMINATION DATE	TIME	
COMM	Monday (M)	December 16, 2002	8:00 a.m. - 9:50 a.m.
MATH	Tuesday (T)	December 17, 2002	8:00 a.m. - 9:50 a.m.
COSC	Wednesday (W)	December 18, 2002	8:00 a.m. - 9:50 a.m.
BIOL	Thursday (R)	December 19, 2002	8:00 a.m. - 9:50 a.m.
ENGL	Friday (F)	December 20, 2002	8:00 a.m. - 9:50 a.m.

Evening & off-campus final examinations are scheduled during regular class time.
(Monday - Friday, December 16 - 20, 2002)

Saturday & Sunday final examinations are scheduled during regular class time.
(Saturday - Sunday, December 14 & 15, 2002)

Academic departments will announce special locations for examinations. The professor must arrange examinations for all applied music, TBA, Independent study, T.V. courses, and other special courses.

ATTENTION 2002 FACULTY

FINAL GRADES ARE DUE 72 HOURS AFTER EXAMINATION

ATTENTION STUDENTS:
Check your grades on line - www.bowiestate.edu myBSU

APPENDIX 10
POLICY ON SUBMISSION OF GRADES

I. Policy and Purpose

To promote faculty accountability in the timely submission of student grades.

To promote the accuracy of Bowie State University's official record keeping of student grades and to provide a process that will ensure accountability in that record-keeping.

II. Applicability

A. Scope: This policy applies to all grade submissions for all instructional time periods of the University: fall and spring semesters, mini-mester, and summer.

B. Eligibility: This policy applies to all Bowie State University faculty, of any rank or classification, full-time or part-time, whether tenured or not, who teach one or more courses during any time that the University is in session.

C. Responsibility:

1. The faculty is responsible for adhering to the policy.
2. The Provost and Senior Vice President, through the Department Chairs and School Deans, is responsible for enforcing this policy and will provide letters of delinquency to and take other appropriate action against faculty members who fail to comply with this policy.

III. Guidelines and Standards

- A. All faculty must submit grades in accordance with BSU official schedules for the fall, spring, mini-mester, and summer sessions, such as those published in the *University Schedule of Classes Booklet* or any amendments thereto.
- B. If a faculty member cannot comply with a scheduled date of grade submission, the faculty member must submit a letter of explanation, by no later than seven (7) working days prior to the date scheduled for grade submission, to the Department Chair who will forward same to the School Dean and Provost and Senior Vice President for Academic Affairs. The letter must include an alternative date by which the faculty member proposes to submit the grades.
- C. The Provost, in consultation with the School Dean, will decide whether to grant a request for additional time to submit grades based on the Provost's determination about: (a) whether the faculty member's explanation for the late submission of grades is justifiable; and, if so, b) whether the alternative date proposed by the

faculty member is reasonable. The Provost will respond to the faculty member's request within twenty-four (24) hours after receipt.

- D. The Provost's determination about whether to extend a faculty member additional time to submit grades is entirely within the Provost's discretion. The Provost's determination is final and cannot be appealed.
- E. If an extension is granted to the faculty member, the Provost will provide a letter to the faculty member indicating the due date for the faculty member's grades. This date will be one that is determined by the Provost to be reasonable under the circumstances and may not necessarily be the alternative date requested by the faculty member.
- F. If the Provost determines that the explanation provided by the faculty member for the late submission of grades is not reasonable, an extension will *not* be granted. Further, once the Provost denies the request for extension, if the faculty member fails to submit his/her grades within the time frame contained in the published schedule, he/she, in addition to receiving a letter of delinquency, may be subject to reprimand, as specified in *Section G* below and in accordance with *BSU Policy II-1:00-Section II.H (University Policy on Appointment, Rank, and Tenure of Faculty)*.
- G.I If a faculty member submits his/her grades after the time period indicated in the published schedule or after the extension provided in the Provost's letter, the faculty member will receive a letter of delinquency notifying the faculty member that the grades are late and that the faculty member has twenty-four (24) hours within which to submit the grades. If the grades are not submitted within that time period:
- The *teaching section* of the faculty member's annual departmental evaluation will be reduced by 25% during the year in which the infraction occurs.
 - A copy of the letter of delinquency will be placed in the faculty member's personnel file.
- G.II. The faculty member who is severing his/her relationship with BSU and is not adhering to the *Policy on Submission of Grades* will have his/her pay withheld until all grades are submitted and, if appropriate, procedures are put into place to satisfy incomplete grades. The Department Chair will retain records on all faculty members not adhering to or violating the *Policy on the Submission of Grades*.
- H. In extreme cases, by way of example and not limitation, such as the failure to submit grades or a pattern of submitting grades after the submission deadline, a faculty member's employment with BSU may be terminated in accordance with all applicable BSU and University System of Maryland policies and procedures.

- IV. **Result:** A system by which to identify and document faculty who do not comply with the scheduled submission of final grades for either of the four scheduled instructional periods.
- V. **Exceptions and Deviations: NONE**
- VI. **Definitions: NONE**

BYLAWS OF THE BOWIE STATE UNIVERSITY COUNCIL

Article I: Name and Functions

Section 1: Name

The name of the organization shall be the Bowie State University Council, hereinafter referred to as The University Council.

Section 2: Purposes

The Council facilitates and coordinates communication among the faculty, staff, administration and students of Bowie State University. The Council meets regularly to provide, an opportunity for representative governance groups (Faculty Senate, FS; Staff Council, SC; Administration, Student Government Association, SGA; and Graduate Student Association, GSA) to discuss issues affecting the campus community. The Council is supported by University Council committees which perform much of the work of the Council.

Section 3: Responsibilities

The Council shall have such responsibilities as may hereafter be delegated to it by the President of the University or by the Board of Regents, and shall have the power to enact, amend, and repeal its own bylaws for its internal functioning.

Article II: Membership and Duties

Section 1 : Council Membership

The members of the Council shall consist of three (3) members of the Executive Committee of each governance body.

Membership will consist of the Chair, Vice Chair and Secretary of Faculty Senate; the Chair, Vice Chair and Secretary of Staff Council; the President of the University, Chief Academic Officer and a Student Affairs Officer; the President, Vice President and Representative at Large of the Student Government Association; and the President, Vice President and Representative at Large of the Graduate Student Association.

Section 2: Duties of The University Council

The duties of The University Council shall include the following:

1. To review all agendas, minutes, reports, recommendations, and actions of all University Council committees;
2. To prepare for distribution, five (5) days prior to meetings, the topics for Council deliberation;

Final

3. To prepare for distribution, five (5) days prior to meetings, the topics for Council deliberation;
4. To request that the representative governance groups meet, discuss and possibly resolve any differences among their respective recommendations;
5. To recommend policies and procedures involving relationships among and between the Council, the University President, and the representative governance groups;
6. To ensure vacant positions on committees are filled properly and promptly;
7. To provide the names of members of committees to The University Council at the May meeting;
8. To ensure Council committees submit written reports to the Council as required, with at least one report per semester;
9. To conduct the process for amending the Council bylaws; and.
10. To maintain records of Council transactions, to include committee summary reports and update the Council Bylaws when necessary.

Section 3: Officers of the Council:

The officers of the Council shall be designated; as Chair, Vice Chair, and Secretary. The officers' term of office shall be one year. Officers shall be elected from and by the membership of the in-coming Executive Committee. The Chair shall alternate between the Chair of the Faculty Senate and the Chair of the Staff Council. Vice Chair shall alternate between the President of SGA and GSA. The Secretary shall alternate between Staff and Faculty Council. All officers shall begin their term on July 1. The officers shall have the following duties:

1. The Chair shall preside over all Council meetings.
2. The Vice Chair shall serve in the absence of the Chair.
3. The Secretary shall keep minutes of all Council meetings; shall keep the Council members informed of the activities of the Council, prepare and distribute the agenda of future meetings of the Council; and shall distribute the minutes of meetings to the members at least five (5) days prior to the meeting.

Section 4: Quorum

A quorum shall consist of fifty percent of the Council, and must include at least one member from each of the (five) 5 constituent bodies.

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Article III: Procedures

Section 1: Regular Meetings

The Council shall meet monthly during the academic year.

Section 2: Special Meetings

Special meetings may be called by the Chair or at the request of the University President or two (2) or more governance bodies.

Section 3: Council Actions

The University Council cannot overturn a recommendation made by a governance body.

Section 4: Rules of Procedure

The rules of procedure in Council meetings, except as otherwise specified herein, shall be those presented in the current edition of Robert's Rules of Order.

Section 5: Amending Bylaws

The Bylaws of the Council shall be amended after a first and second reading of the amendment. Ratification shall be by a ballot at the meeting after the second reading of the amendment.

COMMITTEES OF THE UNIVERSITY COUNCIL

Article IV: Committees

Section 1: University Council Committees

1. Traffic, Parking and Safety Committee

The purpose of the Traffic, Parking and Safety Committee shall be to develop and recommend for implementation traffic, parking, safety and environmental issues, rules and regulations.

The Traffic, Parking and Safety Committee consists of eleven members: the Director of Public Safety and the Chief Academic Officer who shall be ex-officio, three (3) faculty members serving two-year terms, three staff members serving two-year terms, and three students serving a one-year term.

2. Space, Buildings and Grounds Committee

The purpose of this committee shall be to address concerns regarding existing and future buildings and the surrounding campus environment. The committee shall encourage the academic community's involvement both in the early stages of new building planning and landscape development so that the entire campus community will have the opportunity to review architectural plans and offer suggestions and make recommendations before plans are officially adopted and

construction begins. Further duties of the Committee shall include recommending policies concerning the utilization of space within University buildings, to insure that it is consistent with the policies and procedure established by the University.

The Space, Buildings and Grounds Committee consists of thirteen members: the Director of Facilities, a representative of the Dean's Council, a representative of the Chief Academic Officer, and the Registrar who shall be ex-officio, three (3) faculty serving a two-year term, three staff members serving a two-year term, and three (3) students serving a one-year term.

3. Fiscal Affairs Committee

The purpose of this committee shall be to review the University's fiscal resources and make recommendations regarding the utilization of these fiscal resources to the Council. The committee shall focus its efforts on the following activities:

1. Become knowledgeable about the internal and external mandates that affect the allocation of the University's fiscal resources;
2. Examine the University's plans and priorities and make recommendations regarding current and on-going initiatives.
3. Review, evaluate and comment on the University's operational budget;
4. Advise or recommend the use of supplemental and discretionary funds as they become available;
5. Provide input in the development of reports for the University System of Maryland and the Maryland Higher Education Commission on the University's fiscal allocation plans and actions; and
6. Provide an annual report to the Council, assess fiscal activity and progress towards meeting the University's mandates and priorities.

The Fiscal Affairs Committee shall consist of eleven (11) members: the Vice President for Finance and the Chief Academic Officer who shall be ex-officio, three (3) faculty serving a two-year term, three staff members serving a two-year term, and three (3) students serving a one-year term.

4. Government Relations Committee

The purpose of this committee shall be to:

1. Work collaboratively with the President's office and Institutional Advancement into monitoring State and Federal legislative policies, laws and mandates and to respond to issues affecting higher education and Bowie State University.
2. Report to the Council on important issues under consideration that affect higher education in general and Bowie State University specifically.

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The committee shall consist of eleven (11) members, the Vice President for Institutional Advancement and the President's Assistant for Legislative Affairs who shall be ex-officio, three (3) faculty serving two-year terms, three staff members serving two-year terms and three students serving one-year terms.

5. The Wellness Committee

The purpose of the Wellness Committee is to ensure an environment that promotes the health of all members of the University community. It shall serve as a catalyst for the creation of a campus climate in which health of the entire community, holistically conceived, is appreciated and fostered. The responsibilities of the Committee include the following:

1. Collaborate with and provide appropriate advice to University offices and departments in assessing wellness, health and curriculum-related needs and initiatives;
2. Provide advice to University offices and departments regarding worksite wellness programs for campus employees;
3. Evaluate and make recommendations to appropriate the bodies regarding University policies on all issues affecting the health of the campus community, including alcohol and substance abuse issues;
4. Assess the impact of initiatives undertaken by the University to address alcohol and substance abuse and the effect of such abuse on the overall campus climate; and
5. Help the University participate in the on-going national dialogue regarding wellness and alcohol abuse issues.

The committee shall consist of 11 members, the Director of Student Health and Wellness and Counseling Center and the Director of Alcohol, Tobacco, and Other Drugs who will be ex-officio; three (3) faculty serving a two-year term, three (3) staff members serving a two-year term and three (3) students serving a one-year term.

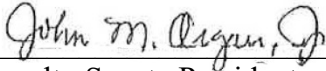
6. Information Technology Committee

The purpose of this committee shall be to advise the Council regarding campus technology needs and priorities governing computer use, software and hardware products provided by the University.

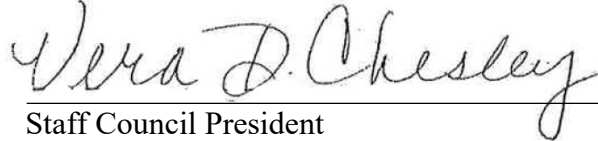
The committee shall consist of the Director of the Library and Director of the Office of Information Technology who will be ex-officio, one (1) faculty from each academic department each serving a two-year term, three (3) staff members serving a two-year term and two (2) students (one (1) under-graduate and one (1) graduate) serving a one-year term.

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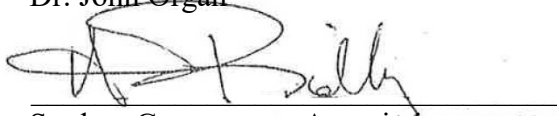
The preceding document was produced collaboratively by representatives of the Faculty Senate, Dr. Amos White, Staff Council, Mrs. Vera Chesley, Student Government Association, Ms. Renarda Johnson, Graduate Student Association. Mr. Eddie Moore (invited but never participated), University Council, Dr. William Lawrence and University President, Dr. Calvin W. Lowe. In acknowledgement of the mutual agreement to the terms and conditions contained herein the following signatures are affixed.



Faculty Senate President
Dr. John Organ



Staff Council President
Mrs. Vera Chesley



Student Government Association
President, Mr. William Ridley



Graduate Student Association
President, Mr. Michael Hester



University President
Dr. Calvin W. Lowe

December 4, 2002.

**CONSTITUTION
OF THE
BOWIE STATE UNIVERSITY FACULTY**

Preamble

Shared governance provides the opportunity for the faculty to use its expertise to express its wisdom, and to make recommendations to the Provost and/or President as appropriate, in areas of faculty responsibility. Shared governance recognizes the President's authority as defined by the Board of Regents of the University System of Maryland. Pursuant to Article E - 3.00 Policy on the Role of Faculty in the Development of Academic Policy, The Bowie State University faculty will have the primary role in the development of academic policies through representative advisory bodies to the chief executive officer or designee. The representative body, through which the faculty exercises its responsibility, is the Bowie State University Faculty Senate.

**Article I
Name**

The name of the faculty governance body at Bowie State University shall be the Bowie State University Faculty Senate; hereinafter referred to as the Senate.

**Article II
Purpose**

The purpose of the Faculty Senate shall be to enable the faculty of Bowie State University to perform effectively its functions and to carry out its responsibilities as the professional teaching body of the University. The body shall make recommendations on behalf of the Faculty Association, directly to the Provost and/or President on matters of primary faculty responsibility: academic policies, procedures, and standards; curriculum, course content and instruction; research and scholarship; appointment, retention, promotion and tenure of faculty members, and the development of policies that affect faculty welfare generally; selection and appointment of department chairs, and administrators; mission and budget priorities and issues that affect the ability of students to complete their education; and other issues that affect the overall welfare of Bowie State University.

**Article III
Faculty Association**

The plenary body of the faculty shall be the Faculty Association.

Section 1. Membership: The core faculty of the University (full time tenured and tenure-track faculty), full time contractual faculty, and full time professional librarians shall be members of the Faculty Association with the right to speak and to vote in all meetings of the Faculty Association, to introduce and second motions, to run for office, to vote in all elections, and to represent the faculty on any faculty or University committee for which they are eligible.

Section 2. Part time professional librarians and part time faculty members of Bowie State University shall be associate members of the Faculty Association eligible to attend and speak in Faculty Association meetings, and to serve on those faculty or University committees for which

they are eligible. Associate members do not have the right to vote, to run for, or hold offices of the Faculty Senate.

Section 3. The membership of the Faculty Senate shall include one representative and one alternate elected from and by the full time faculty of each academic department and two tenured representatives elected at large from and by each school or college containing academic departments.

Article IV

Executive Committee and officers

Section 1. The officers of the Faculty Senate and one at-large Senator shall serve as the Senate Executive Committee.

Section 2. The officers of the Faculty Senate, elected from and by the Faculty Senate, shall be chair, vice chair and secretary. The chair and vice chair of the Senate shall be elected from the at large representatives. The officers shall perform the duties prescribed by the Constitution and its Bylaws, and within the limits of the University System of Maryland (USM) and its Board of Regents. The chair shall appoint a Parliamentarian to advise the Senate and the Faculty Association on current parliamentary procedures.

Section 3. The officers shall be elected by ballot at the May meeting of the Faculty Senate. The officers elected shall serve for two years beginning the following August.

Article V

Meetings

Section I. The Chair of the Faculty Senate shall convene the Faculty Association at least once per semester with the agenda set by the Executive Committee. In order to deal with issues of faculty concern, special meetings may be called by the Chair or upon the petition of twenty percent of the members from the Faculty Association. A meeting called as the result of a petition shall be convened within ten working days of receipt of the petition by the Chair. The issues listed on the petition shall be the agenda for the meeting.

Section 2. The Faculty Senate shall meet monthly during the academic year. The Chair may call a special meeting to address urgent matters and shall call such a meeting upon receipt of a request by at least live members of the Senate.

Section 3. A quorum of the Faculty Association shall be twenty-five percent of its membership. A quorum of the Faculty Senate shall be fifty percent of the membership.

Section 4. Meetings of the Faculty Association shall be open to all members of the University Community. Meetings of the Faculty Senate shall be open to all faculty members. To the limited extent required or permitted by law, the Faculty Association or Faculty Senate may meet in closed session.

Article VI

Responsibilities of the Faculty Senate

Section 1. The Faculty Senate shall act on behalf of the faculty in making recommendations to the Provost and/or President as appropriate, regarding matters within its purview. These shall include, but not be limited to, the following policies, procedures, and standards: curriculum, appointment, retention, rank, and tenure of faculty as governed by the policies and procedures of the Bowie State University Policy on Appointment, Rank and Tenure of Faculty (ART); sabbatical leave evaluation of and by faculty; evaluation of administrators; faculty welfare; faculty elections; granting University degrees and academic honors; University academic ceremonies; University fellowships and scholarships; library, information technology and resources and other recommendations as authorized by the Association.

Section 2. As a component part of shared governance, the Faculty Senate serves to maintain cooperative relationships with all segments of the University and with its counterparts in other colleges and universities. The Senate Chair is authorized to speak for and take actions on behalf of the Senate and the Association.

Section 3. The University, through the Office of the President or through such other offices as the President may designate, will provide resources, consistent with BSU resources, to support the Senate in meeting its obligations as outlined in the Constitution. Each year, following consultation with the Chair of the Senate, a budget for the Senate's activities in the upcoming fiscal year will be developed.

Article VII

Standing Committees of the Faculty Senate

Section 1. The Academic Standards and Policies Committee shall assess the University's Standards and policies systematically to determine the extent to which the academic mission of the University is being achieved and report its findings and recommendations to the Faculty Senate. The Academic Standards and Policies Committee may also make recommendations for change in policies and standards.

Section 2. The Curriculum Committee shall monitor the quality and effectiveness of curriculum and make recommendations to improve, strengthen and prevent courses or program duplication. The Curriculum Committee may also take an active role in introducing deliberations on curriculum changes and innovations.

Section 3. The Appointment, Rank and Tenure Committee shall be constituted and governed by the terms of the Bowie State University Policy on Appointment, Rank, and Tenure of Faculty (ART). The ART document is incorporated here by reference.

Section 4. The Faculty Evaluation Committee shall recommend policy and procedures for the evaluation of faculty, department chairs, and academic support staff and administrators.

Section 5. The Faculty Grievance Committee shall consider and make recommendations concerning faculty grievances not covered by the ART document.

Section 6. The Faculty Welfare Committee shall study and recommend policies concerning the welfare of the faculty.

Section 7. The Faculty Elections Committee shall conduct balloting of all faculty when requested by the Faculty Senate, and it shall conduct the elections of faculty representatives from the faculty at large as required by the Faculty Constitution and the Policy and Procedures of the Board of Regents for the USM.

Section 8. The Faculty Constitution Committee shall consider and make recommendations to the Faculty Senate on proposed amendments to the Constitution. The Committee shall review the Constitution annually to ensure that it is in compliance with changes in USM documents.

Section 9. The Graduate Council shall advise, review, and make recommendations on matters related to the graduate program.

Article VIII Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern the conduct of all meetings of the Faculty Association and the Faculty Senate.

Article IX Amendments

Section 1. Amendments to this Constitution or changes to its Bylaws may be proposed by the Faculty Senate by a motion passed by the majority of the members present and voting at a meeting or by a petition signed by twenty percent of the members of the Faculty Association.

Section 2. A properly proposed amendment or change to the Faculty Constitution or change to the Bylaws shall be reviewed by the Faculty Constitution Committee and the Faculty Senate shall report the amendment or change in Bylaws and its recommendations at least four weeks before the meeting at which the amendment or change in Bylaws will be considered by the Faculty Association.

Section 3. An amendment to the Faculty Constitution is adopted when it is approved by a two-thirds vote of the ballots cast by the Faculty Association and by the President. A change to the Bylaws of the Faculty Constitution is adopted when the Faculty Association, with a two-thirds vote of the ballots cast, approves it.

Article X Recall

Any faculty elected officer or representative may be recalled for established lack of performance of duties. Such a recall shall be the responsibility of the electing body and may be effected by two-thirds vote of those eligible. The Faculty Senate shall have the power to recall for lack of performance and duties any committee member it has appointed.

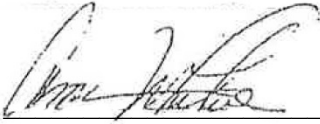
Article XI Severability

In the event that any provision of this document, or the application thereof to any person or circumstance is held illegal, invalid, or unenforceable by the USM Board of Regents or a higher authority, the remainder of the document and the circumstances shall remain in full force and effect.

Article XII
Promulgation

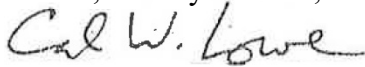
This document, the Constitution and Bylaws of the Bowie State University Faculty Association, is adopted when it is approved by two thirds of the ballots cast in a secret balloting of the Faculty and the President. This Constitution and Bylaws supersede any previous Constitution, advisory bodies and committees governing Bowie State University Faculty.

We, the undersigned, do hereby affix our signatures indicating our approval and certification of this document as the official governance document of the Bowie State University Faculty.



Amos White IV, Ph.D.
Chair, Faculty Council, Bowie State University

Date



Calvin W. Lowe, Sc.D.
President, Bowie State University

Date

**BYLAWS OF THE CONSTITUTION
OF THE
BOWIE STATE UNIVERSITY FACULTY**

I. Governance Structure of the Faculty

As a primary University governance structure, the Faculty Senate shall be subject to Rules and Procedures of the Board of Regents of the University System of Maryland, Bowie State University, and the Bowie State University Faculty Constitution.

II. The Faculty Senate

A. The officers of the Faculty Senate shall serve as the officers of the Faculty Association.

B. The Chair of the Faculty Senate shall call a meeting of the faculty as needed to deliberate issues of faculty concern, including workload policy, faculty evaluation, promotion, rank and tenure, and retrenchment. The Chair of the Faculty Senate must call a meeting within ten (10) working days after receipt of a petition from at least twenty percent of the members of the Faculty Association.

C. Parliamentarian

1. The Chair of the Faculty Senate shall appoint a Parliamentarian at the first meeting of the governance year; the Parliamentarian shall serve for that one year.

2. The Parliamentarian shall advise the Chair, the Faculty Senate and the Faculty Association regarding rules of procedures during meetings in accordance with Robert's Rules of Order.

3. In the absence of the Parliamentarian, the Chair may appoint a substitute.

D. Agenda

The agenda for a regular meeting should be sent to members at least three days before the meeting.

III. University Council

The officers of the Senate shall serve as the faculty representatives to the University Council.

IV. Committees of the Faculty Senate

The term of office of all members of standing committees of the Faculty Senate shall begin at the start of the academic year and end at the conclusion of the academic year of the term for which they were elected.

Ex-officio members shall serve as long as they hold the office that qualified them for membership, Ex-officio members shall have the right to speak but not vote.

A. Composition of Standing Committees of the Faculty Senate

1. The Academic Standards and Policies Committee shall be composed of the following:
 - a. One faculty member elected from and by each academic department; this person must have three or more years of continuous service in the department, tenure and the rank of Assistant Professor or higher, or be a senior faculty member under the terms of section III.C.1 (Department's Right of Representation).
 - b. Two undergraduate students selected by the Student Government Association
 - c. One graduate student selected by the Graduate Student Association
 - d. The Provost or his/her designee, ex officio
 - e. The Dean of the School of Graduate Studies and Continuing Education or his/her designee, ex officio
 - f. The Registrar or his/her designee, ex officio
 - g. Deans of Schools or Colleges consisting of academic departments, ex officio
2. The Curriculum Committee shall be composed of the following:
 - a. One faculty member having the rank of Assistant Professor or higher, elected from and by each academic department
 - b. Two undergraduate students selected by the Student Government Association
 - c. One graduate student selected by the Graduate Student Association
 - d. The Provost or his/her designee, ex officio
 - e. The Dean of the School of Graduate Studies and Continuing Education or his/her designee, ex-officio
 - f. The Dean of the University College of Excellence or his/her designee, ex officio
 - g. Deans of Schools or Colleges consisting of academic departments or his/her designee, ex officio

3. The Appointment, Rank, and Tenure Committee shall be composed of the following:
 - a. One faculty member shall be elected from and by each academic department. This person shall have continuous tenure and the rank of Professor, with at least three years of continuous service at Bowie State University. Department chairs are not eligible for election to the ART Committee.
 - b. Two at-large representatives who are faculty members having continuous tenure and the rank of Professor, with at least five years of continuous service at Bowie State University (BSU), shall be elected from and by each School or College housing academic departments.
4. The Faculty Evaluation Committee shall be composed of one member elected from and by each academic department
5. The Faculty Grievance Committee shall be composed of seven tenured faculty members elected at-large.
6. The Faculty Welfare Committee shall be composed of one faculty representative elected from and by each academic department.
7. The Faculty Elections Committee shall be composed of one faculty member appointed by the Faculty Senate and two faculty members elected at-large from each School or College housing academic departments.
8. The Faculty Constitution Committee shall be composed of one elected faculty member from each school and one faculty member appointed by the Faculty Senate.
9. Council of University System Faculty (CUSF). Two tenured faculty members holding the rank of Assistant Professor or higher and having three or more years of continuous service at BSU, shall be elected from the faculty at-large.
10. Maryland Higher Education Council Faculty Advisory Council (MHEC). One tenured faculty member holding the rank of Assistant Professor or higher and having three or more years of continuous service at BSU, shall be elected from the faculty at-large. This position is shared with the University of Maryland Eastern Shore. First election under this constitution shall take place in May 2002 and every third year thereafter.
11. The Graduate Council shall be composed of one tenured faculty member holding the rank of Assistant Professor or higher, from each academic department offering graduate programs and concentrations, and a graduate

student. The Provost and the Dean of the Graduate School serve as ex officio members of the Council.

B. Responsibilities of Standing Committees of the Faculty Senate

1. The Academic Standards and Policies Committee
 - a. To formulate and recommend general standards for all academic areas of the University.
 - b. To formulate and recommend standards and policies governing admission and readmission, retention, and requirements for academic degrees.
 - c. To recommend the establishment of new academic structures and the merging or discontinuation of academic structures.
2. The Curriculum Committee
 - a. To recommend additions to, deletions from, and changes in credit and non-credit courses.
 - b. To recommend new programs.
 - c. To study the overall curriculum of the University and the feasibility of changes to strengthen it and make recommendations to the Faculty Senate.
3. The Appointment, Rank, and Tenure Committee
 - a. To make recommendations to the Provost of the University regarding the granting of continuous tenure, promotion in rank, permanent status sabbatical leave, honorary degrees, emeritus status and other related matters.
 - b. To follow procedures and policies documented in the Bowie State University Policy on Appointment, Rank, and Tenure of Faculty.
4. The Faculty Evaluation Committee
 - a. To make recommendations concerning evaluation policies.
 - b. To structure and revise, as needed, instruments, procedures, methods and techniques for faculty evaluation of faculty, department chairpersons, academic support staff and administrators, and propose recommendations regarding their use.
 - c. To cooperate with committees and task forces of other University units and/or external authorities concerning evaluation.

5. The Faculty Grievance Committee
 - a. To consider eligible grievances made by a faculty member, against another faculty member, provided that an attempt to resolve the matter at the departmental level was made and failed.
 - b. To formulate a recommendation based on evidence presented.
 - c. To report the recommendation to the parties involved and to the Provost.
 - d. To recommend grievance procedures and policies to the Faculty Senate.
6. The Faculty Welfare Committee
 - a. To explore, develop, and recommend policies pertaining to faculty protection, security, employment, morale, and academic freedom.
 - b. To monitor and to recommend modifications or procedures of, additions to, or deletions from faculty support services.
7. The Faculty Elections Committee
 - a. To conduct balloting of faculty when requested by the Faculty Senate and it shall conduct the elections of faculty representatives from the faculty at-large for internal and external governance structures, as required by the Faculty Constitution.
 - b. To conduct, prior to May, the election of persons from the faculty at-large for all Faculty Senate Committees (The persons to be elected include the elected members of the Faculty Elections Committee itself). Each Faculty Senate standing committee shall elect its own chair.
 - c. To conduct balloting of members of the Faculty Association when necessary.
8. The Faculty Constitution Committee
 - a. To consider and make recommendations to the Faculty Senate on proposed amendments to the Constitution.
 - b. The Committee shall review the Constitution annually to ensure that it is in compliance with changes in USM documents.

9. The Graduate Council
 - a. To serve as the centralized unit for consideration of all program matters and degree regulations at the graduate level
 - b. To consider and recommend admission requirements, degree requirements, addition, deletion and modification of courses, and programs; and consideration of student appeals for exceptions to requirements, and other student grievances.
 - c. Council actions are forwarded to the Curriculum Committee, Academic Standards and Policies Committee as appropriate,

C. Rules and Procedures of Committees of the Faculty Senate

1. All departments shall have the right to representation on Standing Committees of the Faculty Senate. If a department seeking to elect a representative to a committee has fewer than four members, meeting criteria for committee membership (such as tenure, rank or years of service requirements), then that department shall identify one or more of its “senior faculty” under the terms of section VI.C. to fill the position. This applies to all committees except the Appointment, Rank, and Tenure Committee.
2. All faculty members elected to serve on the Faculty Senate and standing committees of the Faculty Senate shall serve a term of two years. Faculty members elected to serve on the Council of University System Faculty (CUSF) and the Maryland Higher Education Council Faculty Advisory Council (MHEC) shall be elected to serve a term of three years.
3. The chair of standing committees shall send a copy of all minutes and a written report to the Faculty Senate on the recent actions of the committee (meetings held, issues discussed, recommendations formulated, and future plans) within seven days of the meeting.
4. When a committee or the Provost has formulated a recommendation for consideration by the faculty, the chair of the committee or Provost sends it to the Chair of the Faculty Senate. The Faculty Senate shall place the item on its agenda for its next scheduled meeting. The committee chair or other committee member may be asked to speak or present the committee recommendation at a meeting of the Faculty Senate. The Faculty Senate shall make its recommendation to the Provost within thirty (30) days after receipt of the item. On urgent time-sensitive items that require an immediate response, the Provost, in consultation with the Executive Committee of the Faculty Senate, shall render a recommendation and inform the Faculty Senate as soon as possible.
5. The Chair of the Academic Standards and Policies Committee shall be a tenured faculty member.

6. The Chair of the Curriculum Committee shall be a tenured faculty member.
7. All faculty members elected to the Appointment, Rank, and Tenure Committee (ART) shall serve a term of three years, with the exception that, in order to stagger term expirations, the Faculty Elections Committee shall determine which of the at-large faculty representatives elected in the very first election shall serve one-year or two year terms.
8. The Chair and Vice Chair of the Appointment, Rank, and Tenure Committee shall be at-large representatives.
9. No faculty member shall serve on more than two at-large committees.
10. The Faculty Elections Committee shall conduct, prior to May each year, the election of faculty members at-large to serve as representatives of the faculty in internal and external governance structures and on committees using the following Procedures:
 - a. The Elections Committee holds a meeting to determine what positions must be filled, as well as candidate qualifications for the positions, and prepares nominating petition forms for each position. An announcement and copies of nominating petition forms are sent to each academic department for distribution to members of the Faculty Association prior to March 15th. Prospective candidates must send nominating petitions, signed by ten supporting faculty members, to the Elections Committee by March 30th. The nominee must sign as one of the supporting faculty members.
 - b. The Elections Committee meets to prepare a ballot from the nominating petitions it has received. If there is an insufficient number of candidates for a position, the Elections Committee shall recruit additional candidates; deadlines may be extended by the committee in this case.
 - c. The Elections Committee sends ballots to each faculty member who is eligible to vote. The faculty member marks the ballot, inserts it in a blank envelope, encloses the blank envelope in an outer envelope, signs the outer envelope and returns the packet to the Elections Committee by April 30th.
 - d. The Elections Committee gives notice of the date and place of its meeting to count the ballots. The ballot packets are inspected and invalid packets are removed. Outer envelopes are removed and set aside before the ballots are taken from the inner envelopes and votes are counted. The Elections Committee draws lots to break ties, if any occur.

- e. The Elections Committee sends a memo to the officers of the Faculty Senate, with a copy to each candidate, announcing the election results and term expiration date of each person elected. The Secretary of the Faculty Council shall file the memo with the permanent records of the Faculty Council.
 - f. The Faculty Senate notifies faculty members of the election result within three working days.
 - g. when a new committee or governance structure has more than one representative from the faculty at-large and the term served by the representatives is more than one year, the Elections Committee provides, for staggering term expirations when the very first election of representatives occurs. If a two-year term applies, the Elections Committee shall designate for one-year terms the half (or one less than half if the total is an odd number) of the elected representatives who received fewer votes than the other elected representatives in the very first election. If it is not feasible to use vote totals, the Elections Committee shall draw lots to determine who shall serve the shorter terms.
 - h. Annual elections, after the first election, will replace approximately half of the representatives whose terms are expiring that year. If the representatives serve a usual term longer than two years, the Elections Committee shall follow a comparable procedure for staggering term expirations, unless other Bylaws apply.
 - i. Deadlines in these election procedures are meant to be guidelines; elections shall not be invalid when circumstances prevent the deadlines in these procedures from being met.
11. The Faculty Elections Committee shall conduct balloting of the members of the Faculty Association on request of the Senate.
 12. A Faculty Constitution Committee shall be established by the Faculty Senate, and shall meet at least monthly whenever proposed changes to the Constitution of the Bowie State University Faculty and/or its Bylaws are under consideration. The committee shall keep the Chair of the Faculty Senate informed of progress, and shall strive to make its recommendations within one month after receiving a proposed change. The Faculty Senate shall inform the Faculty Association of the recommendations; after the meeting, the Faculty Senate shall direct the Elections Committee to conduct balloting on the proposal.

V. Recall

- A. The Chair of the Faculty Senate must schedule a recall vote at a regular Faculty Senate meeting, which occurs within 30 days of receipt of one of the Following:

1. A petition from a majority of the members of a committee, requesting recall of an officer or member of the committee due to specified lack of performance of duties.
 2. A petition from twenty-five percent of the members of the Faculty Association requesting recall of an officer or member of the Faculty Senate due to specified lack of performance of duties.
- B. The Faculty Senate meeting agenda shall include “Recall Vote” as an item of business, and shall be distributed to members at least one week before the meeting. The Secretary of the Faculty Senate shall send a written notice to the person subject to recall, specifying the charges and summoning the person to attend the deliberations.
- C. During the Faculty Senate meeting, the complaints are read and the accused is given the opportunity to reply. When deliberation is complete, members vote by secret ballot. Two-thirds of the ballots must support the recall, for recall to take place.

VI. Governance of Academic Departments

An academic department of the University consists of faculty members whose primary professional expertise is in a specific discipline, or in one of several related disciplines. Each faculty member shall be a member of an academic department.

A. Academic Department Administration

The Chair of an academic department is its chief administrative officer. Departments with two or more disciplines shall have Area Coordinators for each discipline. Area Coordinators shall be appointed by the Department Chair in consultation with the faculty in the respective area.

B. Departmental Governance

1. The immediate governance of the department is vested in its departmental faculty; which has authority to make recommendations on all questions of departmental academic policy to the appropriate academic committees, to represent the department on committees requiring departmental representation, and to make recommendations in the selection of the Chair and of new faculty members of the department.
2. All departmental faculty who are members of the Faculty Association have the right to participate and vote in their respective departmental faculty meetings.
3. The faculty of a department shall create and maintain a standing committee structure that permits and encourages participation by all members of the department. These committees shall advise the department and its Chair in

the general administration of departmental affairs. The Chair may also create ad hoc committees or task forces as necessary.

4. Department chairs shall be evaluated and reaffirmed by the tenured members of the department every two years. If the chair is not reaffirmed by the faculty, the school dean should be informed and elections shall be held to select a new chair. If the department does not wish to select a member from its ranks, permission should be sought from the Dean to start a national search for a chair. The search committee shall be composed of the tenured members of the faculty. The committee shall elect its own chair. The committee shall identify, screen, interview and recommend a person for the position of Chair to the Dean.

C. Senior Members of a Department

If a department has fewer than four members who are tenured, then that department shall identify one or more of its highest-ranking tenure-track members with a minimum of three years of full-time teaching at BSU to serve as “senior faculty”. The total of tenured and “senior” members shall not exceed four. The department shall elect its committee representatives from the tenured and “senior faculty”. This applies to all committees except the Appointment, Rank, and Tenure Committee.

VII. Governance of Schools and Colleges

Schools and Colleges may be organized with divisions, departments or programs. Each School or College shall have the right to establish the appropriate committees and task forces to formulate and implement the academic programs and procedures which are necessary to conduct its operations. All School/College Committees are developed in consultation with, and act in an advisory capacity to the respective Dean.

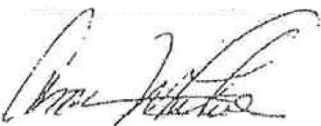
A. School Standing Committees

1. Academic Standards and Policies Committee.
2. Curriculum Committee.
3. Each School/College Standing Committee shall consist of elected representation from each academic department within the school/college.

VIII. ADOPTION OF BY LAWS

These Bylaws of the Bowie-State University Faculty Constitution are adopted when approved by at least two-thirds of the ballots cast in a secret balloting of the Faculty and the President of the University. These Bylaws supersede any previous Bylaws governing the Bowie Suite University Faculty.

We, the undersigned, do hereby affix our signatures indicating our approval and certification of this document as part of the official governance document of the Bowie State University Faculty.



Amos White IV, Ph.D.
Chair, Faculty Council

Date
_____ 2002

Calvin W. Lowe, Sc.D.
President

Date
_____ 2002

THINGS WE RECOMMEND THAT YOU DO:

1. GET PREPARED BY:
 - A. COLLECTION OF DATA
 - B. LEARN WHAT TYPE OF DATA AND SUPPORTING MATERIALS ARE REQUIRED
 - C. UNDERSTAND YOU WILL NEED THE RECOMMENDATIONS AND SUPPORT OF COLLEAGUES
 - D. THE DOSSIER MUST BE SUBSTANTIVE, ATTRACTIVE, SUPPORTIVE OF ACTIVITIES, AND FACTUAL
 - E. THIS IS A SERIOUS AND ARDUOUS UNDERTAKING...

2. EVIDENCE OF QUALIFICATIONS AND PERFORMANCE TO INCLUDE:
 - A. MATERIALS ILLUSTRATIVE OF SCHOLARSHIP AND TEACHING;
 - B. A CURRENT CURRICULUM VITA;
 - C. SELF-ASSESSMENT OF ACCOMPLISHMENTS AND EXPECTATIONS IN RESEARCH/SCHOLARSHIP, TEACHING AND COMMUNITY SERVICE;
 - D. EVIDENCE OF HONORS, CITATIONS, AWARDS;
 - E. EVIDENCE OF PREVIOUS TEACHING EXPERIENCES;
 - F. UNIVERSITY COMMITTEE WORK;
 - G. PUBLICATIONS, RESEARCH, PROPOSALS, STUDENT ADVISEMENT;
 - H. EVIDENCE OF ATTENDANCE AT COMMITTEE MEETINGS;
 - I. RECORDS OF PEER, CHAIR AND STUDENT EVALUATIONS;
 - J. RECORDS OF CONFERENCE HELD TO DISCUSS PROFESSIONAL ISSUES IN YOUR FIELD;
 - K. RECORDS OF INTERACTIONS WITH COLLEAGUES;
 - L. RECORDS OF INTERACTIONS WITH STUDENTS/ADVISEES;
 - M. OFFICIAL COMMUNICATION WITH THE ADMINISTRATION;
 - N. EVIDENCE OF EFFORTS AND STRATEGIES FOR IMPROVEMENT;
 - O. COMMENDATIONS AND EVIDENCE TO SUPPORT YOUR POSITION...

Promotion/Tenure Data Form/Guidelines

Date Received by Chair _____

Date Received by Departmental ART Committee _____

Date Received by School ART Committee _____

TENURE AND/OR PROMOTION DATA FORM GUIDELINES

Name of Candidate _____
Last First Middle

These guidelines are to assist the candidate in developing a dossier, with appropriate supporting documentation, to be submitted to his/her department chair. The chair will submit the dossier to the appropriate department faculty for its evaluation. This dossier, the faculty evaluation, and the chair's evaluation should be bound. Two bound copies of the dossier should be submitted to the School Rank and Tenure Committee, one to the Dean, one to the President, and one should be retained by the faculty member. The School Rank and Tenure Committee will forward its copies

Promotion/Tenure Data Form/Guidelines

to the University Rank and Tenure Committee. The University Rank and Tenure Committee will forward its copies to the Office of the Provost. All documents are to be submitted in 2” 3-ring binders with side pockets. The sections should be tabbed.

Date _____

This application is for: Tenure
 Promotion Proposed Rank _____

Department _____

Present Rank, at BSU- _____ Year rank achieved _____

Highest degree earned _____ Year _____

Institution where highest degree was earned _____

Major _____ Minor _____

Date of first full-time appointment at BSU _____

Year of tenure awarded at BSU _____

Year of Promotion at BSU _____

TERMS OF APPOINTMENT:

A. Assistant Professor. **See Appendix A**

B. Associate Professor or Professor **See Appendix B**

A. Education

1. Educational Background

<u>Degree</u>	<u>Major</u>	<u>School</u>	<u>Year</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Promotion/Tenure Data Form/Guidelines

2. Hours Received Beyond Your Last Degree

<u>Hours</u>	<u>Discipline Area</u>	<u>School</u>	<u>Year</u>
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Is this part of a degree program? Yes No

Is this post doctoral work? Yes No

3. Master's Thesis Title (If Applicable)

4. Doctoral Dissertation Title

5. Post-Doctoral Fellowship or Other Significant Post-Doctoral Experiences (Non-Credit)

B. College/University Teaching Experience

<u>Institution/Location</u>	<u>Rank</u>	<u>FT/PT</u>	<u>From/To</u>
<hr/>	<hr/>	<hr/>	<hr/>
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<hr/>	<hr/>	<hr/>	<hr/>

C. Other Professional Experiences in Education (i.e., public schools, government, etc.)

<u>Institution/Agency/location</u>	<u>Position</u>	<u>FT/PT</u>	<u>From/To</u>
<hr/>	<hr/>	<hr/>	<hr/>
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Promotion/Tenure Data Form/Guidelines

D. Teaching Excellence (Provide appropriate documentation. The documentation should be adjacent to the narrative on each of the items.)

1. Give in the space below the title of courses taught and a brief description of the course content.
2. Provide a brief description of the pedagogy undergirding two major courses taught (at least 300 level or above) over the last three years (If no such courses were assigned to you, then describe the courses which were assigned to you. Faculty teaching graduate courses should include a graduate course.).
3. Provide representative course syllabi that detail course content and objectives, teaching methods, readings, homework assignments, and a reflective statement as to why the class was so constructed (Indicate whether any of these is departmentally developed. The syllabi should relate to the courses in #2 of this section.).
4. Provide a description of steps taken to evaluate and improve your teaching, including changes resulting from assessment, self-evaluation, time spent reading professional journals, attempts to implement new ideas, or participation in seminars and workshops on improving teaching.
5. Provide a discussion of the specific student competencies attempted to be developed and assessed via two course assignments. Name the relative courses.
6. Provide examples of student research, projects, essays, field work, creative works, laboratory workbooks or other appropriate assignments (Provide students' work for two courses only).
7. Provide summaries of both peer and chair/area coordinator evaluations over the last two years.
8. Provide summaries of student evaluations over the last two years.
9. List below your innovative and creative contributions to teaching that you consider important (e.g., title and description of published or unpublished instructional material, description of major curriculum reorganization, introduction of new courses, awards citations for outstanding or extraordinary teaching, etc.). Give dates of each contribution and provide course syllabus for new courses.
10. If applicable, list below the titles of dissertations or theses that you have read as a member of students' committees. Indicate year of each.
11. Provide additional comments about your performance as a teacher.
12. Provide evidence of strategies used to promote "Communication Across the Curriculum" and related outcomes.

E. Advisement (Attach evidence to support your claim)

Promotion/Tenure Data Form/Guidelines

1. How many advisees were assigned to you during the current academic year? Provide on a separate page a list of assigned advisees claimed. Graduate Undergraduate
2. Describe in a short statement what you attempt to accomplish as an academic advisor. Organization advisor accomplishments should also be placed here.
3. If available, state the current status (graduate school, law school, employment) of your former advisees.

F. Professional Involvement

1. Memberships and offices in scholarly or professional societies (Please attach documentation.)
2. Professional Development during Previous Three (3) Years (seminars, meetings, and work attended) Describe three major outcomes which were applicable to you and the areas of the scholarship/research, and service.
3. Professional Development Course Work (Attach Evidence)
 - a. Describe specialization.
 - b. Describe related areas of study.
 - c. Other activities in which you have engaged for professional development.
 - d. Plans for professional and developmental activities for the coming year.
4. Scholarship/Research (Attach evidence.)

Research activities: reported here should cover applied and/or basic research, including investigate academically oriented problems, classroom experimentation, program development and evaluation field testing, in addition to basic scientific investigation. Scholarly contributions should also be rep here. Two matters are of interest here; quality of the work and relationship to the priorities of the Department. (See C below for publication, products, and performances in the Arts.)

Please provide a brief description of the scholarship/research undertaken/conducted during your period of employment at BSU. Attach outline. Indicate propo professional time spent. Also indicate whether you were provided release time for any project.

- A. Research
 1. Published Research
 2. Unpublished Research

Promotion/Tenure Data Form/Guidelines

B. Proposals (List proposals you have submitted in last three (3) years Describe their focus. Indicate (1) finding agency, (2) whether proposal was funded amount of funding.

C. Publications, Products and Performance in the Arts (Attach evidence.)

Publications may be related to research activity, but not necessarily so. Categories of publications include paper books, monographs, special reports, including those written for other groups and organizations; chapters in books, and periodical articles; performing and visual arts include recitals, concerts and lectures, musical, theatrical and dance productions, and exhibitions of paintings, sculpture, compositions and other creative works.

List all performances and products in the performing of visual arts. Attach programs, catalogs, reviews, etc.

D. Include a statement or description of any scholarly activity which you consider to be pertinent to your evaluation.

G. University and Community Service

1. List departmental, school, or college committees on which you have served, the dates of committee membership, and your contribution to each committee.

<u>Category</u>	<u>Activity</u>	<u>Year</u>
Departmental Committee(s)		
School Committee(s)		
University Committee(s), or other Responsibilities		
Interdepartmental Activities		
System Activities		

2 List Public and community service involvement.

<u>Activity</u>	<u>Organization</u>	<u>Year</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

a. Indicate community service in which your professional expertise was used.

Promotion/Tenure Data Form/Guidelines

Promotion/Tenure Data Form/Guidelines

Describe any community service that has been performed as part of an officially assigned responsibility.

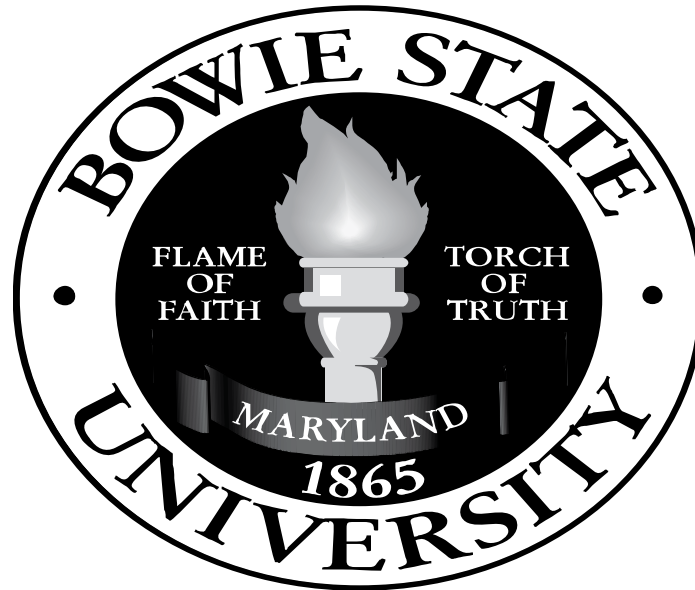
3. Professional Service (Societies, Boards, etc.) (No more than a 5 year period)

H. List all honors and/or awards and the years received (No more than a 5 year period).

Date

Signature of Candidate

BOWIE STATE UNIVERSITY



POLICY ON APPOINTMENT, RANK, AND TENURE AND APPOINTMENT, RANK, AND PERMANENT STATUS OF FACULTY

**REVISED
OCTOBER 10, 2002**



Office of the Provost

To: Dr. Calvin W. Lowe
President

FROM: George E. Miller III
Provost

DATE: November 18, 2002

RE: The Revised **Appointment, Rank, and Tenure Policy**

On December 8, 2000, the Board of Regents amended its *Policy II-1:00: University System Policy on Appointment, Rank, and Tenure of Faculty*. This amended *Policy* incorporated the “faculty engaged primarily in library services.” Additionally, in Fall 2000, the University System of Maryland (USM) conducted a “risk management audit” of the Division of Academic Affairs’ faculty search and hiring practices. As a result of the audit, the USM made recommendations for enhancing the *faculty search* procedure section of the *BSU Appointment, Rank, and Tenure of Faculty Document (ART)*.

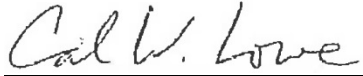
The attached *BSU Policy on Appointment, Rank, and Tenure and Appointment, Rank, and Permanent Status of Faculty* is a revision that incorporates the Board of Regents’ amendment and the USM’s recommended enhancements. However, most of the best practices recommended by the USM already existed in the University’s ART Document; the problem was lack of consistent implementation by the bodies involved in the Search Process.

Process

This revision of the *ART* was initiated by the Office of the Provost and the Council of Deans; the University ART Committee provided the initial language for the incorporation of Librarian IIs and above; the Library Staff, under the leadership of Dr. Richard Bradberry, provided additional language; the University ART Committee completed its second review in Spring 2002; the Faculty Senate approved the draft in Spring 2002; the Office of the Provost made all editorial changes in September 2002, and Attorney Sara Staff reviewed the final draft in November 2002. Attorney Staff has approved the document as one “with no substantive changes.”

I am recommending that the revised *Appointment, Rank, and Tenure, and Appointment, Rank, and Permanent Status of Faculty* be approved for general reproduction and distribution to the Bowie State University Faculty.

APPROVE



Calvin W. Lowe, President

Date

APPENDIX

BOWIE STATE UNIVERSITY

APPOINTMENT, RANK, AND TENURE OF FACULTY AND APPOINTMENT, RANK, AND PERMANENT STATUS OF FACULTY LIBRARIANS

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Policy on Appointment, Rank, and Tenure of Faculty and Appointment, Rank, and Permanent Status of Faculty Librarians

The **Bowie State University Policy on Appointment, Rank, and Tenure of Faculty and Appointment, Rank, and Permanent Status of Faculty Librarians** incorporates the **University System of Maryland's Policy on Appointment, Rank, and Tenure of Faculty and Appointment, Rank, and Permanent Status of Faculty Librarians**. It describes the general criteria and procedures for the appointment, promotion, and granting of tenure or permanent status, as appropriate, to faculty at Bowie State University. In keeping with the University's Mission, appointment, promotion, and tenure criteria for the teaching faculty shall consist of (1) teaching effectiveness, including student advisement; (2) research/scholarship, and, in appropriate areas, creative activities; and (3) relevant service to the community, profession, and/or institution; and permanent status criteria for faculty librarians shall consist of (1) job performance; (2) library service; professional activities; and (3) university service.

The provisions of this **Bowie State University Policy on Appointment, Rank, and Tenure of Faculty and Appointment, Rank, and Permanent Status of Faculty Librarians (ARTPS Policy)** shall be published in the **Faculty Handbook**. Except for amendments required by the laws of the **University System of Maryland's Policy on Appointment, Rank, and Tenure of Faculty and Appointment, Rank, and Permanent Status of Faculty Librarians**, any proposed amendments to the **ARTPS Policy** shall be submitted for initial review and recommendation to the University Academic Rank, Tenure, and Permanent Status Committee; the University Academic Rank, Tenure, and Permanent Status Committee shall recommend to the Faculty Senate, and the Senate shall make a final recommendation to the Provost. The amendments shall become effective when approved by the President. Final authority for the appointment, promotion, and/or granting of tenure or permanent status to faculty resides with the President of Bowie State University.

Except as provided in this *paragraph*, the provisions in this **Policy** shall apply to all individuals who were employed as faculty members at the University on July 1, 1997, or whose appointments became effective on or after July 1, 1997. The provisions in *Sections II, III, and IV.A.* of this **Policy** and *Section I.C.7. (a)* of the **University System Of Maryland's Policy on Appointment, Rank, and Tenure of Faculty and Appointment, Rank, and Permanent Status of Faculty Librarians** shall apply to a tenure-track or tenured faculty member of Bowie State University who elected to remain subject to his/her written faculty contract in effect on April 4, 1989 and who confirmed this election in a written and signed notification to the President on or before May 12, 1989, to the extent and only to the extent that any provision of that contract is inconsistent with *Sections II, III, or IV.A.* of this **Policy** or *Section I.C.7.(a)* of the **University System of Maryland's Policy on Appointment, Rank, and Tenure of Faculty and Appointment, Rank, and Permanent Status of Faculty Librarians**.

I. SEARCH PROCEDURES AND POLICIES FOR APPOINTMENT OF FACULTY

A. Search Procedures for Full-time Tenure-Track Faculty and Permanent Status Faculty Librarians

1. In principle, the procedures that lead to faculty appointments should hold to standards at least as rigorous as those that pertain to promotions to the same academic ranks. Recruitment of full-time tenure-track faculty or permanent-status faculty is an integral part of the long-range plan of each academic department and the Library, respectively. The School Dean, in consultation with the Department Chair, Program Coordinator, and Faculty, shall determine the department's needs, and the Dean of the Library in consultation with the faculty librarians.
2. When a position vacancy occurs in the faculty, the disposition of that vacancy will be determined by the School Dean/Dean of the Library in consultation with the Provost. Upon determining that the vacancy is to be filled, the School Dean/Dean of the Library, in consultation with the Department Chair/Librarians, will prepare the *Personnel Requisition Request* and the *Cost of Support Form*, for submission to the Provost. Upon the Provost's approval, the School Dean/Dean of the Library shall identify and authorize a Faculty Search Committee to recruit for a specific rank.
3. In consultation with the EEO Officer and the Office of Human Resources, the Department Chair/Dean of the Library shall develop a detailed position advertisement for the vacancy. The Department Chair shall forward the position announcement to his/her Dean for submission to the Provost for final approval, and the Dean of the Library shall submit directly to the Provost.
4. The announcement of a position vacancy may be published, as appropriate, via agencies of the State, regional and national professional organizations, discipline web sites, other higher education institutions, and professional publications to ensure the broadest range of potential candidates. The announcement shall include the following:
 - a. the name of the institution and department/unit;
 - b. the academic rank(s) of the position(s);
 - c. minimum degree and experiential requirements;
 - d. description of special characteristics or expertise desired;
 - e. brief description of teaching, research, and service responsibilities;
 - f. the nature of the appointment (i.e., tenure-track, federally-funded, etc.);

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- g. employment period (semester, academic year, or calendar year);
 - h. salary range or statement that salary is competitive;
 - i. indication of required application materials (transcripts, letters of references, etc.);
 - j. name, title, and address of person to whom inquiry should be made;
 - k. closing date for application or date upon which consideration of applications will begin; and
 - l. the statement “Bowie State University is an equal opportunity/affirmative action employer.”
5. In preparation for the search process, the EEO/AA Officer will conduct a review of EEO/AA guidelines for the Faculty Search Committee (FSC). This review will include the kinds and details of documentation that must be kept and reported by the Search Committee and acceptable procedures for interviewing and recommending candidates to the Chair, the Dean, and the Provost, respectively.
6. After the closing date for receipt of applications or the announced date upon which consideration of applications will begin, the (FSC) shall review and evaluate applicants on the basis of the established selection criteria and the applicant’s resume and supporting documentation. Each member of the FSC, working individually, will select three (3) to seven (7) unranked candidates to be interviewed.
7. The Screening procedure shall result in the determination of an interview pool. The names and credentials of the top candidates to be interviewed must be reviewed by the Department Chair and the appropriate Dean. As appropriate, the FSC should arrange for the candidates to visit the campus. Before granting permission to interview, the Provost and appropriate Dean may review the profile of the applicant pool with the EEO/AA Officer and/or the Search Committee. No department/unit may invite persons for interviews until it has received approval from the appropriate Dean.

NOTE: Preliminary and unofficial interviews of applicants at a conference or annual meeting of a professional association may be conducted. However, such applicants will be required to complete the official interview process, and offers of employment **shall not** be made at preliminary and unofficial interviews.

8. Once approval has been given to begin interviewing, the Chair of the FSC is responsible for contacting each person in the interview pool to arrange a date for an interview. The terms under which travel expenses for applicants

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are reimbursed should be explained to the candidates. (A copy of the policies governing interviews and travel reimbursements is available in the Finance and Budget Office.)

9. Candidates invited to interview should meet with the FSC, departmental/library faculty, students majoring or minoring in the discipline, the Department Chair, the appropriate Dean, the Provost or his/her designee, and others, as the Chair, Dean, and Provost may deem appropriate. All interviews should be scheduled so that the interview period for all candidates can be completed in no more than two weeks. The President or his/her designee shall interview all faculty for ranks of Associate Professor or higher.
10. A core of similar questions, approved by the EEO/AA Officer, should be asked of **all** candidates. The criteria used to develop these questions should be agreed upon by the FSC and should include qualifications listed in the position advertisements.
11. Unsuccessful candidates **must** be notified in writing that the position has been filled and thanked for their applications. The Office of Human resources is responsible for keeping copies of letters of acknowledgment and rejection; interview notes and criteria used in making selection; applicant credential files; and all other correspondence (including copies of the published advertisement) relative to the search for a **period of three years**.
12. Upon completion of the interviews with all candidates, the verification of each candidate's credentials, and consultation with references, the FSC will select the three (3) to five (5) candidates to recommend to the Department Chair/Dean of the Library. Upon the request of the Department Chair, the list of persons recommended may be placed in rank order from highest to lowest. A complete file with credentials, including a copy of all transcripts, letters of reference, and all related search documents for each person shall accompany each recommendation to the Chair/Dean of the Library.
13. After consultation with the FSC, the Department Chair shall forward the names and credentials (which shall include a job application, copy of all transcripts, letters of recommendation, and evaluation) of his/her recommended candidates to the School Dean, and the Dean of the Library will forward these recommendations, with his/her recommendation, to the Provost for his/her approval and recommendation to the President. The President shall make the final decision.
14. The official *Letter of Appointment* (which shall include under *Special Conditions* the note: "Official transcripts must be received in the Office of the Provost within thirty (30) days after your signing of this *Letter of Appointment*.")) to faculty at Bowie State University shall provide for both

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the general terms of employment and any special terms that may be agreed to by the University and the new faculty member at or prior to appointment.

15. Upon the return of the candidate's signed *Letter of Appointment*, the Office of the Provost shall forward the signed *Letter of Appointment* and all credentials, including copies of the transcripts, to the Office of Human Resources.
16. If, at any point of the search process, the FSC agrees that none or an insufficient number of applicants meets the advertised position criteria, the Committee shall request the appropriate Dean to reopen the search or return to any prior stage as necessary to enhance the field of candidates.
17. When the offer of employment has been made to and accepted by the chosen candidate, all other applicants shall be notified of the results of the search by the Office of Human Resources.
18. Upon completion of the search, all documents and records of unsuccessful candidates shall be forwarded by the Chair of the FSC to the Office of Human Resources, where they shall be kept on file for a **period of three years**.
19. In the event that the position is not filled, the Human Resources Office shall notify the applicants.

B. Faculty Search Committees

1. When the Provost has authorized the search for a full-time tenure-track or permanent status faculty member in a department/unit, the Department Chair/Dean of the Library, in consultation with departmental/library faculty and the School Dean for a teaching faculty position, shall appoint a FSC composed of full-time faculty, with the rank of Associate Professor/Librarian III or Professor/Librarian IV and, the terminal degree in the discipline, or the M.L.S. This requirement can be waived with the approval of the appropriate Dean and the Provost. Upon being notified of the formation of a FSC, the Senior Director of Human Resources shall appoint an ex-officio Human Resources Staff member to the Committee to facilitate the search process in keeping with the guidelines of this *Policy*.
2. In those instances in which a department with more than one specific academic subject area is seeking a new faculty member, the FSC shall consist of a majority of full-time senior faculty members who hold terminal degrees in the specific subject area for which the new faculty member is sought.
3. When a new academic unit is established in a School, it shall be the responsibility of the School Dean, in consultation with the Provost, to

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appoint a FSC to staff the unit in accordance with the search procedures in this **Policy**.

4. When an academic unit is established outside of Schools in the Division of Academic Affairs, it shall be the responsibility of the Provost to appoint a Search Committee to staff the unit in accordance with search procedures in this **Policy**.
5. When academic departments request inter-departmental appointments, the School Dean(s), in consultation with the Chairs of the respective involved departments, shall appoint a FSC to conduct the search process in accordance with this **Policy**.
6. Whenever inter-institutional appointments are needed, the Provost, in consultation with the School Dean and the appropriate authority at the Cooperating Institution, shall appoint full-time senior faculty to an inter-institutional search committee, based on agreed upon guidelines of this **Policy, the University System of Maryland's Policy on Appointment, Rank, and Tenure of Faculty, and Appointment, Rank, and Permanent Status of Faculty Librarians**, and the Cooperating Institution's **ARTPS**. The Inter-institutional Search Committee shall recommend search procedures to the Provost and appropriate authority at the Cooperating Institution to govern its search consistent with, wherever feasible, the procedures established in this **Policy**.

C. Search Procedures for Other Faculty Positions

Non-Tenure Track, Non-Permanent Status Faculty

- a. When the Dean, after consultation with the Provost, has authorized the search for a full-time non-tenure-track, non-permanent status faculty member in a department/unit, the Department Chair/Dean of the Library, in consultation with the appropriate faculty body, shall appoint a FSC composed of full-time faculty with the terminal degree in the discipline or Librarian IIs and above and provide the FSC the department/unit agreed upon selection criteria.
- b. The Department Chair, in consultation with the School Dean and the Office of Human Resources, and the Dean of the Library, in consultation with the Office of Human Resources, shall develop an appropriate position advertisement for the vacancy, conforming to the guidelines for tenure-track, permanent status announcements in **I.A.4.** of this **Policy**.
- c. After the closing date for receipt of applications or the announced date upon which consideration of applications will begin, the FSC shall review and evaluate applicants on the basis of the established selection criteria and the applicant's resume and supporting documentation. Each member of the FSC, working individually, will select three (3) to five (5) candidates to be

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interviewed. Only after approval from the appropriate Dean, shall the FSC invite faculty candidates for interviews.

- d. A core of similar questions, approved by the EEO/AA Officer, shall be developed and asked of all candidates. The department/unit agreed upon criteria provided to the FSC by the Department Chair/Dean of the Library and the qualifications listed in the position advertisements shall guide the FSC's development of such questions.
- e. Upon completion of the interviews of all candidates, the verification of each candidate's credentials, and consultation with references, the FSC will recommend a minimum of three (3) candidates to the Department Chair, who will forward his/her recommendation to the School Dean, who will make a recommendation to the Provost. For faculty librarians, the FSC will forward its recommendations to the Dean of the Library, who will make a recommendation to the Provost. All unsuccessful interviewees **must** be notified in writing that the position has been filled and thanked for their applications.
- f. The official *Letter of Appointment* (which shall include under *Special Conditions* the note: "Official transcripts must be received in the Office of the Provost within thirty (30) days after your signing of this *Letter of Appointment.*") to a non-tenure track/permanent status position shall provide for the general terms of employment and any special terms that may be agreed to by the University and the appointee.

D. Offers of Appointments

1. Offers of appointment to all ranks are made in writing only by the President or his/her designee.
2. An offer of appointment shall specify the rank and effective date of the appointment, the length of the appointment, and the applicable terms and conditions with regard to tenure/permanent status. Subject to the provisions in **I.C.1 through I.C.16** of the **University System of Maryland's Policy on Appointment, Rank, and Tenure of Faculty and Appointment, Rank, and Permanent Status of Faculty Librarians**, the terms described in the *Letter of Appointment* shall constitute a legal and contractually binding agreement between the University and the appointee.

II. TERMS OF APPOINTMENTS

A. Instructor

1. Except where tenure has been granted pursuant to this section, appointments to the rank of full-time Instructor are for a term not to extend beyond the end of the fiscal year during which the appointment becomes effective. An appointment to the rank of full-time Instructor will be renewed

automatically for the second year and succeeding years, unless the appointee is notified in writing to the contrary by March 1 during the first year of service, and by December 15 during the second and succeeding years of service.

2. A full-time Instructor may receive, during an appointment year, a formal review for tenure as an Instructor. An Instructor without tenure whose appointment has been extended to a sixth year of continuous, full-time service commencing on or after July 1, 1990, shall receive during that sixth year a formal review for tenure as Instructor. The appointee reviewed for tenure shall be notified in writing, by the end of the appointment year in which the review was conducted, of the decision either to grant or deny tenure. A full-time appointee who has completed six consecutive years of service at the University as an Instructor, and who has been notified that tenure has been denied, shall be granted an additional and terminal one-year appointment in that rank, but, barring exceptional circumstances, shall receive no further consideration for tenure. An Instructor with or without tenure may be appointed to Assistant Professor. If an Instructor without tenure is appointed as an Assistant Professor, the provisions of *Sections II.B.1, and II.B.2.* of this Policy apply to the appointment, except that the appointee's review for tenure must occur no later than the sixth year of continuous full-time employment, commencing on or after July 1, 1990, in the ranks of Instructor and Assistant Professor. Tenure in any rank can be awarded only by an affirmative decision based upon a formal review. Such appointments may be terminated at any time in accordance with *Sections III.A., III.B., III.C., and VII* of this **Policy**.

B. Assistant Professor

1. Subject to any special conditions specified in the *Letter of Appointment*, full-time appointments to the rank of Assistant Professor shall be for an initial term of one to three years. The first year of the initial appointment shall be a probationary year, and the appointment may be terminated at the end of that fiscal year if the appointee is so notified by March 1. In the event that the initial appointment is for two years, the appointment may be terminated if the appointee is so notified by December 15 of the second year. After the second year of the initial appointment, the appointee shall be given one full year's notice if it is the intention of the Institution not to renew the appointment. If the appointee does not receive timely notification of non-renewal, the initial appointment shall be extended for one additional year. An initial appointment may be renewed for an additional one, two, or three years. Except as set forth in paragraph 3 below, an appointment to any term beyond the initial appointment shall terminate at the conclusion of that additional term unless the appointee is notified in writing that it is to be renewed for another term allowable under University System policies or the appointee is granted tenure. Such appointments may be terminated at any time in accordance with *Sections III.A., III.B., III.C and VII* of this **Policy**.

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2. An Assistant Professor whose appointment is extended to a full six years shall receive, no later than the sixth year, a formal review for tenure. The appointee shall be notified in writing by the end of the appointment year in which the review was conducted of the decision to grant or deny tenure.
3. Notwithstanding anything in *Paragraph 1* above to the contrary, a full-time appointee who has completed six consecutive years of service at Bowie State University as an Assistant Professor and who has been notified that tenure has been denied shall be granted an additional and terminal one-year appointment in that rank, but, barring exceptional circumstances, shall receive no further consideration for tenure.

C. Associate Professor or Professor

1. **Full-time appointments or promotions to the rank of Associate Professor or Professor require the written approval of the President.** Promotions to the rank of Associate Professor or Professor carry immediate tenure. New full-time appointments to the rank of Professor may carry immediate tenure. Otherwise, such appointments shall be for an initial period of one to four years, except that initial appointments for individuals with no prior teaching experience may be for a maximum of six years, and shall terminate at the end of that period unless the appointee is notified in writing that he or she has been granted tenure.
2. A Professor who is appointed without tenure shall receive a formal review for tenure. If the appointment is for an initial period of one year, then the formal review must be completed and notice must be given that tenure has been granted or denied by March 1 of that year. If the appointment is for two years, then the formal review must be completed, and notice must be given that tenure has been granted or denied no later than December 15 of the second year. If the appointment is for more than two years, then the formal review must be completed and notice must be given that tenure has been granted or denied by no later than one year prior to the expiration of the appointment. Appointments carrying tenure may be terminated at any time in accordance with *Sections III.A., III.B., III.C., and VII* of this **Policy**.

D. Other Faculty Ranks

1. Appointments to all other ranks, and all part-time appointments, are for a term not to extend beyond the end of the academic year unless otherwise stipulated in the *Letter of Appointment*. Faculty appointed to all other ranks on a full-time basis for a term not less than one academic year shall receive notice of non-renewal of contract based upon their length of continuous full-time service in such ranks. If such service is less than seven years, at least 90 days' notice is required. If such service equals or exceeds seven years, at least six months' notice is provided. If the required notice is not provided prior to the termination of the then-current contract, this condition may be remedied by extending the contract by the number of days necessary to meet the notice requirement. Such appointments may be terminated at any time in accordance with *Sections III.A., III.B., III.C., and VII* of this **Policy**.
2. 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. A visiting faculty appointee can become a regular appointee **only through a search process before or after the initial appointment** in accordance with this **Policy**, including adherence to EEO/AA guidelines. Years of service in a visiting appointment may, upon mutual agreement of the faculty member and the President, be counted as probationary years for purposes of consideration for tenure.

III. TERMINATION OF APPOINTMENTS

A. Resignation

A term of service may be terminated by the appointee by resignation, but it is expressly agreed that no resignation shall become effective **until the termination of the appointment period** in which the resignation is offered, except by mutual agreement between the appointee and the President.

B. Termination for Cause

1. The President of the University may terminate the appointment of a tenured or tenure-track appointee for moral turpitude, professional or scholarly misconduct, incompetence, or willful neglect of duty. Prior to such termination, the faculty member shall be given the opportunity to request a Hearing in accordance with the procedures set forth in *Section VII* of this **Policy**.
2. Under exceptional circumstances and following consultation with the Chair of the Faculty Appeals Committee, the President may direct that the appointee be relieved of some or all of his/her institutional duties, without loss of compensation and without prejudice, pending a final decision in the termination proceedings. In case of an emergency involving threat to life or bodily injury, the President may act to suspend a faculty member

temporarily prior to consultation with the Chair of the Faculty Appeals Committee.

3. If an appointment is terminated in the manner prescribed in *Section III.B.1.*, the President may, at his/her discretion, relieve the appointee of assigned duties immediately or allow the appointee to continue in the position for a specified period of time. The appointee's compensation shall continue for a period of one year commencing on the date on which the appointee receives notice of termination. A faculty member whose appointment is terminated for cause involving moral turpitude, incompetence, or willful neglect of duty, or professional or scholarly misconduct shall receive no notice or further compensation beyond the date of final action by the President or the Board of Regents.

C. Other Reasons for Termination

1. The President may terminate any appointment because of the discontinuance of the department, program, school, or unit in which the appointment was made or because of the lack of appropriations or other funds with which to support the appointment. Such decisions must be made in accordance with the *University Retrenchment Policy*, as outlined in the **Faculty Handbook**. The President shall give a full-time appointee holding tenure notice of such termination at least one year before the date on which the appointment is to be terminated.
2. Notwithstanding any other provisions to the contrary, the appointment of any non-tenured/non-permanent status faculty member 50% or more whose compensation is derived from research contracts, service contracts, gifts, or grants shall be subject to termination upon expiration of the research funds, service contract income, gifts, or grants from which the compensation is payable.
3. Appointments shall terminate upon the death of the appointee. Upon termination for this cause, the University shall pay to the estate of the appointee all of the accumulated unpaid earnings of the appointee plus compensation for accumulated unused annual leave.

D. Sanctions Other Than Termination

If in the judgment of the appointee's Department Chair, in consultation with the School Dean, or Dean of the Library, a deficiency in the appointee's professional conduct or performance exists that does not warrant dismissal or suspension, the Dean shall recommend that a moderate sanction, such as a formal warning or censure, be imposed in writing by the Provost, provided that the appointee is first afforded an opportunity to contest the action through the established faculty grievance procedure. A faculty development plan and time-line to improve

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performance should be established by the Department Chair and School Dean or Dean of the Library in consultation with the appointee.

IV. OTHER CONDITIONS OF EMPLOYMENT

- A. Adjustments in salary or advancement in rank may be made under these policies, and, except where a definite termination date is a condition of appointment, the conditions pertaining to the rank as modified shall become effective as of the date of the modification.
- B. Compensation for appointments under these policies is subject to modification in the event of reduction in State appropriations or in other income from which compensation may be paid.
- C. All appointees shall be subject to all applicable policies and procedures duly adopted or amended from time to time by Bowie State University or the Board of Regents of the University System of Maryland, including but not limited to policies and procedures regarding annual leave; sick leave; sabbatical leave; leave of absence; outside employment; patents and copyrights; scholarly and professional misconduct; retirement; reduction, consolidation or discontinuation of programs; and criteria on teaching, research/scholarship, and service.
- D. Unless the appointee agrees otherwise, any changes that are hereafter made to *Sections II, III, or IV.A.* of this **Policy** or *Section I.C.7 (a)* of the **University System of Maryland's Policy on Appointment, Rank, and Tenure of Faculty, and Appointment, Rank, and Permanent Status of Faculty Librarians** will be applied only to subsequent appointments.

V. INSTITUTIONAL REQUIREMENTS FOR APPOINTMENT, PROMOTION, TENURE OF FACULTY AND APPOINTMENT, RANK, AND PERMANENT STATUS OF FACULTY LIBRARIANS

A. General Principles

- 1. In each case of appointment, promotion, tenure, and permanent status, every effort shall be made to fill positions with persons of the highest qualifications and ability. It is the special responsibility of those in charge of recommending appointments to make a thorough search of available talent, in accordance with the search procedures established in this **Policy**, before recommending appointments.
- 2. The faculty and faculty librarian ranks that may involve a tenure or permanent status commitment include Professor, Associate Professor, Assistant Professor, Instructor, or Librarian IV, Librarian III, or Librarian II, and such other ranks as the Board of Regents may approve. Appointments to all other ranks, including any qualified rank in which an additional adjective is introduced (such as "Clinical Professor," etc.), are

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for a definite term and do not involve a tenure nor permanent status commitment.

3. Professorial titles will be granted only to teaching and/or research personnel who are associated with teaching or research departments or units and to such other appointments as permitted under the **Bylaws, Policies, and Procedures of the Board of Regents.**
4. The Bowie State University Mission Statement is the primary factor in defining the criteria for appointment, promotion, tenure, or permanent status in the University. The criteria and the relative weight that usually is to be accorded them are: (1) teaching effectiveness, including student advising (65 - 75%); 2) research/scholarship, and in appropriate areas, creative activities (15-25%); and 3) relevant community, profession, and university service (5-15%), or for library faculty, library duties (80-85%); research, creative activities (15-20%); and university, community, and professional services (5-10%). The relative weight of these criteria may vary within the range stated among different academic units, but each of the criteria shall be considered in every decision concerning appointment, promotion, or tenure, or permanent status.
5. Decisions on appointment, promotion, or tenure, or permanent status must always take into account the academic needs of the department/library or program and of the University at the time of appointment. The University regards these policies and procedures as elements of sound academic planning and essential elements of fairness to candidates for tenure-track or permanent status positions. In all cases, academic units/library shall select for initial appointment and reappointment those candidates whose areas of expertise are most likely to meet the unit's projected programmatic needs and who, when they reach the point of consideration for tenure or permanent status, are most likely to merit tenure or permanent status.
6. Renewal of appointment, promotion, or tenure or permanent status shall be based on meritorious performance and institutional needs and shall in no case be a consequence of length of service alone.

B. Qualifications for Teaching Faculty Ranks

The following is a list of all faculty ranks used at Bowie State University and the qualifications for appointment and promotion to each rank.

1. **Instructor**: The appointee ordinarily shall hold, at a minimum, the master's degree in the field of instruction, preferably with evidence of pursuit of the doctorate or other terminal degree in the field of instruction. The appointee also should show evidence of potential for effective teaching, research/scholarship, service, and a successful academic career.

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2. **Assistant Professor:** The appointee ordinarily shall hold the doctorate or nationally recognized terminal degree in the field of specialization. The appointee also should show evidence of potential for superior teaching, research/scholarship, or creativity in some subdivision of the field, and service to the community in keeping with the academic expertise of the faculty member or institution.

Faculty seeking promotion to the rank of Assistant Professor must satisfy the qualifications for appointment to the rank and the following requirements:

- a. Excellence in teaching as shown through a rating of student, peer, and Department Chair evaluations. Evaluations will include, but not necessarily be limited to, measures of the following: employment of appropriate teaching or evaluation strategies, pre-planning, organization and management, professional behavior, quality of course syllabi, quality of student advisement, and acceptance and timely execution of departmental assignments.
 - b. Evidence of scholarly contribution and growth in the area of specialization through research that enhances the candidate's teaching and/or the University's environment.
 - c. Evidence of continuous service on departmental and University-wide committees.
 - d. Evidence of participation in community service activities.
3. **Associate Professor:** In addition to having the qualifications of an Assistant Professor, the appointee ordinarily shall have had extensive successful experience in teaching and research or creative work, shall have the ability to direct major activities of the department, and, if appropriate to the department's mission, shall have the ability to offer graduate instruction and direct graduate research in a subdivision of the department, and effective service to the community or institution as defined by the academic expertise of the faculty member.

Faculty seeking promotion to the rank of Associate Professor must satisfy the qualifications for appointment to the rank and the following requirements during the period of appointment as Assistant Professor:

- a. Completion of five years as Assistant Professor at Bowie State University.
- b. Excellence in teaching as shown through a rating of student, peer, and Department Chair evaluations. Evaluations will include, but not necessarily be limited to, measures of the following: employment of appropriate teaching or evaluation strategies, pre-planning,

organization and management, teaching-learning process, professional behavior, quality of course syllabi, quality of student advisement, and acceptance and timely execution of departmental assignments.

- c. Evidence of scholarly contribution and growth in the area of specialization through research, publication, participation in the programs of professional societies, and/or professionally recognized performance in the arts.
- d. Evidence of significant service on departmental and University-wide committees.
- e. Evidence of participation in community service activities as a consultant, organizer, board member, or similar position.

4. **Professor:** In addition to having the qualifications of an Associate Professor, the appointee ordinarily shall have demonstrated a degree of proficiency in teaching to establish a reputation among his peers as an outstanding teacher. The appointee shall have demonstrated a degree of proficiency in research/scholarship, or creative performance, and, where appropriate to the mission of the University, established a regional or national reputation as an outstanding researcher/scholar or creative performer. There shall be continuing evidence of substantial service to the community and the University.

Faculty seeking promotion to the rank of Professor must satisfy the qualifications for appointment to the rank and the following requirements during the period of appointment as Associate Professor:

- a. Five years as Associate Professor at Bowie State University. The appointee shall have demonstrated a degree of proficiency in research/scholarship, or creative performance.
- b. Excellence in teaching as shown through a rating of student, peer, and Department Chair evaluations. Evaluations will include, but not necessarily be limited to, measures of the following: employment of appropriate teaching or evaluation strategies, pre-planning, organization and management, teaching-learning process, professional behavior, quality of course syllabi, quality of student advisement, and acceptance and timely execution of departmental assignments.
- c. Evidence of scholarly contribution and growth in the area of specialization through research, publication, significant participation in appropriate professional organizations, or evidence of regionally and/or nationally recognized performance in the arts.

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- d. Evidence of chairing a departmental committee or of providing an equivalent level of service on University-wide committees.
- e. Evidence of continuing substantial participation in community service activities as a consultant, organizer, board member, or similar position.

C. **Qualifications for Ranks of Faculty Engaged Exclusively or Primarily in Library Services**

The following is a list of all faculty librarian ranks used at Bowie State University and the qualifications for appointment and promotion to each rank.

1. **Librarian I:** The appointee shall hold a master's degree in librarianship (the terminal degree of the profession) from an ALA-accredited institution. This rank is normally assigned to entry-level librarians who have demonstrated an understanding of the basic tenets of librarianship and a potential for professional growth. *A Librarian I is not eligible for permanent status.*
2. **Librarian II:** The appointee shall hold a master's degree in librarianship (the terminal degree of the profession) from an ALA-accredited institution. This rank is normally assigned to librarians with a minimum of three (3) years of professional experience in an academic library and have demonstrated effective knowledge and skills above those expected for a Librarian I.

Job Performance:

- Meets or exceeds standards in all categories of evaluation in two most recent annual BSU performance appraisals, or proof that any "below standard" ratings were fully addressed and corrected before the submission of the candidate's dossier.
- Contributes substantively i.e., with specific instances documented by supervisor and references to the maintenance of quality or improvement of quality in Library services and sources.
- Documented completion of one or more significant and relevant (approved in advance by the Library administration) projects for the Library, or in a regional or national library context.
- Demonstrated broad knowledge of librarianship and in-depth knowledge of specialties within areas of responsibility (established by supervisor and references) as appropriate to serve BSU's mission; since BSU's mission entails library support of graduate study and research and particular attention to excellence, the required knowledge level should be greater than that of the average academic librarian nationally.

Professional Activities, Continuing Education, Research, Publications and Teaching

- Evidence of active membership in at least one relevant professional organization.
- Documented attendance at some off-campus professional meetings.
- Evidence of continuing study and on-going enhancement of candidate's knowledge level in areas of responsibility.
- Documented publications, creative projects, or significant reports that are well written, without the intervention of others.

University Service

- Evidence of participation in campus committees and projects beyond those of the Library.

3. **Librarian III**: The appointee shall hold a master's degree in librarianship (the terminal degree of the profession) from an ALA-accredited institution. Normally, a minimum of six (6) years of professional experience is required, three (3) of which must be in at a level comparable to the rank of Librarian II at Bowie State University. This rank signifies that the librarian has made meaningful contributions to the library, university, profession, and/or academic discipline.

In addition to the requirements for Level II above, three or more of the following must be included:

- Evidence of leadership and initiative in areas of responsibility beyond that of a Librarian II.
- Documentation of the successful completion of a major and relevant project (approved in advance by the library administration) or improvement within the Library or in a regional or national library context.
- Evidence of leadership and initiative in projects and assignments which extend beyond areas of responsibility, equivalent to chairing a library committee or task force at the USM, regional, or national level.
- At least three (3) publications (or works accepted for publication), presentation in areas of library expertise, or creative projects at least one of which was peer reviewed or, a significant grant for the

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campus and in which the candidate took primary responsibility may be substituted for a peer-reviewed publication.

- Demonstration of leadership or very high quality participation in professional activities.
- Successful service on at least two (2) significant non-library BSU, USM, or regional committees, governing bodies, task forces, or projects.

4. **Librarian IV**: The appointee shall hold a master's degree in librarianship (the terminal degree of the profession) from an ALA-accredited institution. Appointment to this rank requires nine (9) years of professional library experience, three (3) of which must be at a level comparable to the rank of Librarian III at Bowie State University. This rank signifies that the librarian has made distinctive contributions to the library, university, profession, and/or academic discipline.

Librarian IV Requirements. In addition to meeting the criteria noted above, the candidates must have made contributions to the Library, the campus, and/or the profession. This would include three (3) or more of the following:

- Providing regional or national leadership through holding office in professional associations, or otherwise reflecting significant progress in the field.
- Winning a major grant and successfully completing the grant project.
- Producing major campus-wide, USM-wide, and/or regional improvements for BSU, the USM, and/or goals organizations, or chairing a group that realized such improvements.
- Achieving formal recognition, honors, or awards for outstanding service, teaching, or leadership in the field of librarianship over an extended time period, or for an exceptional achievement in the field of librarianship.
- Providing consistent leadership or teaching within, or outside, the Library in which other staff members, the campus, or any in the Bowie State University community have benefited over a long period of time from the candidate's serving as a change agent or providing high level rating of others. **OR**
- Participation in professional activities, continuing education efforts, research or publication.

D. Additional Faculty Ranks

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1. **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.
2. **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 professional appointment. Appointment to this rank is made on a semester or an annual basis and is renewable.
3. **Artist-in-Residence; Writer-in-Residence; Executive-in-Residence:** These titles may be used to designate temporary appointments, at any salary and experience level, of persons who are serving for a limited time or part-time, and who are not intended to be considered for professional appointment.
4. **Adjunct Assistant Professor; Adjunct Associate Professor; Adjunct Professor:** These titles are used to appoint outstanding persons who may be simultaneously employed outside the Institution. The appointee should have expertise in the discipline and recognition for accomplishment sufficient to gain the endorsement of the preponderance of the members of the faculty of the department to which he or she is appointed. Appointment is made on a semester or an annual basis and is renewable. These titles do not carry tenure or the expectation of consideration for tenure. Normally, adjunct appointments shall comprise no more than a small percentage of the faculty in any academic unit.
5. **Visiting Faculty Appointments:** The prefix “Visiting” before an academic title shall designate a short-term, full-time appointment without tenure.
6. **Professor Emeritus:** The title “Emeritus” is a University honor which may be bestowed on a faculty member who has retired from full-time service at Bowie State University at the academic rank of Professor or Associate Professor and who meets University criteria, is recommended by appropriate procedures, and is approved for this honor by the President.

VI. PROCEDURES FOR PROMOTION, AND TENURE OF FACULTY AND APPOINTMENT, RANK, AND PERMANENT STATUS FOR FACULTY LIBRARIAN REVIEW

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A. General Principles

1. Tenure, permanent status, and promotion in academic rank are honors of the University that may be earned by appointees to the University faculty. Promotion, tenure, nor permanent status is granted automatically. Promotion, tenure, and permanent status are granted on the basis of (1) teaching effectiveness, including student advising; (2) librarianship proficiency, (3) research/scholarship, and, in appropriate areas, creative activities; and (4) relevant service to the community, the profession, the department, and the University. The relative weight of these criteria and the qualifications for each academic rank are specified in *Section V.A.4.* of this **Policy**.
2. The decision to grant or deny a promotion, tenure, or permanent status is made by the President, based on the recommendations of the candidate's department, the Dean, the Library's Professional Promotion Review Committee (PPRC), the Dean of the Library, as appropriate, the University Academic Rank, Tenure, and Permanent Status Committee, and the Provost. The decision is highly discretionary and requires a sensitive assessment of performance and potential in light of the stated criteria and the University's needs. The procedures provided in this *Section* are designed to elicit a broad spectrum of information and evaluations to assist the President in his/her exercise of discretion in awarding promotion or tenure.

B. Overview of the Process

Listed below are target dates for completion of the procedural steps leading to the President's decision on promotion, tenure, and/or permanent status. These dates do not apply in cases in which tenure, permanent status, or promotion review is not conducted on the regular academic-year cycle or in which a tenure decision must be rendered by March 1 of the review year. These dates may be adjusted in particular cases to account for special circumstances.

Target Dates for Teaching Faculty

Second Friday in September	Step 1 Provost or designee notifies candidate of eligibility for tenure review.
Second Friday in October	Step 2 Candidate submits dossier for promotion and/or tenure review to Department Chair with all necessary supporting documents for the Departmental Chair's review and recommendation.
	Step 3

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**First Friday in
November**

Department Chair submits dossier with all necessary supporting documents, with his/her recommendation, to the Departmental Review Committee for review and recommendation.

If a school does not have a departmental structure, the request for promotion consideration shall be initiated by the Dean or by a faculty member on behalf of himself or herself or another faculty member. The request, with supporting documentation, is submitted to the Dean of the School.

**Fourth Friday in
November**

Step 4

The Department Chair submits dossier with all necessary supporting documents, with the Chair's and Department Review Committee's recommendations, to the Dean of the School for his/her review and recommendation.

The Chair must inform candidate, in writing, of the departmental and his/her recommendation, and if promotion or tenure is not recommended, a written explanation must be provided.

**Third Friday in
December**

Step 5

The School Dean submits dossier with all necessary supporting documents, with the Department Chairs', Departmental Committee's and his/her recommendations to the University Academic Rank, Tenure, and Permanent Status Committee for its review and recommendations.

The School Dean must inform candidates, in writing, of his/her recommendations, and if promotion and/or tenure is not recommended, a written explanation must be provided.

**First Friday in
February**

Step 6

The University Academic Rank, Tenure, and Permanent Status Committee submits its recommendation and all necessary supporting documents to the Provost.

**Third Friday in
February**

Step 7

The Provost submits his/her recommendation, with the recommendations of the Department Chair, Departmental Review Committee, Dean, and University Academic Rank, Tenure, and Permanent Status Committee, to the President.

The Provost must inform the candidate, in writing, of the University Academic Rank, Tenure, and Permanent Status Committee's and his/her recommendation, and if promotion, tenure is not recommended, a written explanation must be provided.

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At the same time, the Provost also shall send a copy of his/her recommendation to the University Academic Rank, Tenure, and Permanent Status Committee.

Second Friday in March **Step 8**
The candidate may appeal the Provost's recommendation to the Faculty Appeals Committee, within (15) working days after issuance of the Provost's recommendation to the President.

If the candidate **does not** appeal, the candidate may submit a letter to the President responding to the Provost's recommendation, and the President will then proceed to make a decision.

Second Friday in March **Step 9**
The President will inform candidates who **do not appeal the Provost's recommendation** and all other candidates of his final decision.

First Friday in April **Step 10**
If candidate appeals to the Faculty Appeals Committee, the Appeals Committee shall submit its recommendation to the President, within ten (10) working days following the conclusion of its deliberations.

Third Friday in April **Step 11**
If candidate appeals to the Faculty Appeals Committee, President notifies candidate of the President's decision. The decision of the President is final.

Target Dates for Faculty Engaged Exclusively or Primarily in Library Services

Second Friday in September **Step 1**
Provost or designee notifies candidate of eligibility for permanent status review.

Second Friday in October **Step 2**
Candidate submits dossier for promotion and/or permanent status review to Dean of the Library with all necessary supporting documents for the Dean's review and recommendation.

First. Friday. In November **Step 3**
Dean submits dossier and his/her recommendation, with all necessary supporting documents, to the PPRC for its review and recommendation to the Dean.

Step 4

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Fourth Friday in November The Dean submits dossier with all necessary supporting documents, with the Dean's and PPRC's recommendations, to the University Academic Rank, Tenure, and Permanent Status Committee for its review and recommendations.

The Dean must inform candidate, in writing, of the PPRC's and his/her recommendation, and if promotion or permanent status is not recommended, a written explanation must be provided.

Step 5

First Friday in February The University Academic Rank, Tenure, and Permanent Status Committee submits its recommendation, with all necessary supporting documents, to the Provost.

Step 6

Third Friday in February The Provost submits his/her recommendations, with the recommendations of the PPRC, Dean, and Academic Rank, Tenure and Permanent Status Committee, to the President.

The Provost must inform the candidate, in writing, of the University Academic Rank, Tenure, and Permanent Status Committee's and his/her recommendation, and if promotion or permanent status is not recommended, a written explanation must be provided.

At the same time, the Provost also shall send a copy of his/her recommendations to the University Academic Rank, Tenure, and Permanent Status Committee.

Step 7

Second Friday in March The candidate may appeal the Provost's recommendation to the Faculty Appeals Committee, within (15) working days after the Provost's issuance of his/her recommendation to the President. If the candidate does not appeal, the candidate may submit a letter to the President responding to the Provost's recommendation, and the President will then proceed to make a decision.

Step 8

Second Friday in March The President will inform candidates who **do not appeal the Provost's recommendations** and all other candidates of his final decision.

Step 9

First Friday in April If candidate appeals to the Faculty Appeals Committee, the Committee submits its recommendation to the President, within ten (10) working days following the conclusion of its deliberations.

Step 10

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**Third Friday in
April**

If the candidate appeals to the Faculty Appeals Committee, the President notifies candidate of the President's decision. The decision of the President is final.

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C. Initiation of the Process

1. A faculty member may be considered for promotion whenever he/she attains the qualifications for a rank higher than the rank he/she currently holds. A faculty member may be nominated for promotion by the Chair of the faculty member's department, the Dean of the Library or the faculty member himself/herself. Faculty members who nominate themselves for promotion must send a written request to the Department Chair or Dean of the Library for departmental/unit approval.
2. All nominees for promotion must file a University Academic Rank and Tenure **Promotion/Tenure Data Form**, current curriculum vita, academic credentials, and supporting evidence with the Academic Department or Library by the stated calendar date published by the University.
3. The year for tenure or permanent status review for each faculty member with a tenure-track or permanent status granting contract should be established at the time the faculty member enters into the contract, as provided in the **Bowie State University ARTPS Policy**.
4. By the second Friday in September of each academic year, the Provost or his/her designee shall notify each faculty member eligible for tenure or permanent status review in that year of his/her eligibility and the date by which an application for tenure or permanent status must be submitted. The Provost or his/her designee also shall notify the faculty member's Department Chair/Dean of the School/Dean of the Library and the Chair of the University Academic Rank, Tenure, and Permanent Status Committee of the faculty member's eligibility.
5. By the application deadline, a faculty member eligible for tenure or permanent status review shall submit a completed University Academic Rank and Tenure **Promotion/Tenure Data Form** with all supporting documentation to his/her Department Chair or Dean of the Library.

D. Review by the Academic Department

1. Each Department or Program is expected to develop procedures that are appropriate for its size and situation. The request for promotion consideration may be initiated by the Chair, by a faculty member on behalf of another faculty member, or by the candidate. The tenure review process will be initiated by notification from the Provost.
2. At the time of each faculty member's initial appointment, the Department Chair shall establish a dossier on the faculty member, which shall contain information relevant to the faculty member's qualifications and performance. In addition to materials illustrative of the faculty member's scholarship and teaching, the dossier shall contain a current curriculum vita; the faculty member's self-assessment of accomplishments and expectations

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in the areas of his/her scholarship, teaching, and community service; a record of earned degrees held; honors and citations received; previous teaching experience; University committee work; publications; research/scholarship; and regularity-and punctuality in meeting classes and departmental/University obligations, and conferences held with students.

3. The dossier also shall contain a record of student and peer evaluation(s), together with a record showing that these evaluations have been given to and discussed with the faculty member. Records of conferences held to discuss professional issues such as the faculty member's professional interaction with other members within the department; the member's interaction with advisees and other students; official communications of record such as warnings, notations of areas for improvement, commendations and/or complaints; and other relevant information should be included in the dossier.
4. A faculty member shall have the right to inspect periodically his/her dossier maintained in the Departmental file.
5. Upon receipt of a nomination for promotion or an application for tenure, the candidate's Department Chair shall initiate a departmental review of the candidate. Each department shall adopt procedures for review of candidates for promotion or tenure. At a minimum, these procedures shall be designed to elicit the views of all tenured members of the department on the candidate. During a departmental review, all members of the Departmental Academic Rank and Tenure Committee shall have access to the candidate's departmental dossier.
6. The Department's recommendation shall be stated in a memorandum prepared by the Department Chair. The Department's memorandum shall include the recommendation on the nomination or application and a statement with reasonable particularity of the basis for the recommendation. If there is significant divergence of opinion among the tenured faculty members concerning the candidate, the Department Chair shall state fairly the dissenting opinions and the basis for them.
7. The Department Chair shall submit the nomination/application, with/ his/her Department's faculty recommendation, supporting documentation to the Dean of the School by the applicable deadline. The Department Chair must inform the candidate, in writing, of his/her recommendation, and if promotion and/or tenure/permanent status is not recommended, a written explanation must be provided.

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E. Review by the School Dean

1. The Dean shall weigh and assess all relevant information on each candidate and shall decide whether he/she considers it to be in the interest of the School to support a recommendation for promotion or tenure.
2. By the deadline date, the Dean shall transmit all supporting documentation, the Departmental Review Committee's recommendation, Department Chair's recommendation, and his/her recommendation to the University Academic, Rank, Tenure, and Permanent Status Committee, the Department Chair, and the candidate.

F. Review by the Appointment, Promotion, and Permanent States Committee (APPSC)

1. The APPSC shall consist of the Permanent Status Faculty holding the rank of Librarian II or above. In the event there are insufficient librarians to fully constitute the APPSC, Assistant Professors or above in other departments at Bowie State University or librarians serving at other USM institutions who hold the rank of Librarian II or above may be asked to serve as APPSC members or as alternates.
 - One member and one alternate shall be appointed by the Dean of the Library.
 - Two members and one alternate shall be elected by the Library Faculty with permanent status or in permanent status granting positions.
2. The term of service for Committee members shall be for two (2) years. Members shall serve staggered terms to preserve continuity from one year to the next. An alternate shall service a one-year term.
3. No Committee member may be present at, participate in the discussion, or vote on his/her own application for promotion or permanent status; nor may any member be present at or participate in the discussion, or vote on the application of his/her present supervisor; nor may any member be present at or participate in the discussion, or vote on the application of his/her spouse or for any other individual with whom there may be a clearly defined conflict of interest.
4. The Dean of the Library shall be responsible for identifying such situations in #3 above and informing the APPSC of them in writing prior to the Committee's first meeting. Should the APPSC have questions concerning other potential conflicts of interest, the Dean shall be responsible for deciding if a member of the Committee should be excluded from participating in the discussion or voting on a candidate's application for promotion or permanent status.

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5. Since an alternate committee member may be required to take the place of an indisposed or ineligible member at any time, the alternates shall participate in all Committee meetings.
6. At its first meeting within a review cycle, the APPSC members and alternates shall elect one of the Committee members to serve as Chair. Depending on which librarians apply for promotion or permanent status review, it is possible that no single Committee member would be eligible to serve as chair for review of all of the candidates. In such circumstances, the Committee shall elect an additional chair to supervise and conduct those reviews for which the first chair is ineligible to serve as a voting member. The Chair shall serve a single year but may serve successive terms.
7. A quorum shall consist of three (3) committee members: the three (3) regular members or, when necessary, either two (2) regular members and one alternate or one regular member and two (2) alternates.
8. The APPSC's work shall be considered confidential to the extent allowed by law. Any discussion or disclosure of matters that come before the APPSC to anyone not on the APPSC, or discussions of these matters in public areas or in unofficial meetings, is inappropriate.

G. Review by the University Academic Rank, Tenure, and Permanent Status Committee

1. The University Academic Rank, Tenure, and Permanent Status Committee shall be composed of the following:
 - a. One faculty member shall be elected from and by each academic department. This person shall have continuous tenure and the rank of Professor, with at least three years of continuous service at Bowie State University. *(If a department does not have an eligible Professor, it should elect the most senior Associate Professor. Department Chairs are not eligible for election to this Committee.)*
 - b. Two at-large representatives who are faculty members having continuous tenure, at least five (5) years of continuous service at Bowie State University, and the rank of Professor shall be elected from and by each School or College with academic departments.
 - c. One permanent status librarian shall be elected by the library faculty.
 - d. The Chair and Vice Chair of the committee shall be elected from the at-large faculty representatives.
 - e. All faculty members elected to the University Academic Rank, Tenure, and Permanent Status Committee shall serve a term of two years, with the exception that, in order to stagger term expirations,

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the Faculty Elections Committee shall determine which of the at-large faculty representatives elected in the very first election shall serve one-year or two-year terms.

2. The Responsibility of the University Academic Rank, Tenure, and Permanent Status Committee shall be:
 - a. To make recommendations to the Provost regarding the granting of continuous tenure, permanent status, promotion in rank, and other related matters.
 - b. To follow applicable procedures in this **Policy** and any other applicable University or University System of Maryland Policies.
3. The Committee and the candidate shall receive the Departmental, Library, and Dean recommendations, and the candidate's full departmental/unit dossier. Within fifteen (15) working days after receipt of the departmental or Library recommendation, the candidate may submit a written response directly to the Chair of the Committee. The candidate shall provide copies of any response to his/her Department Chair, the Dean, and the Provost.
4. Upon request, the Committee shall afford the candidate and the candidate's Department Chair and/or Dean an opportunity to address the Committee. When the Committee deems it appropriate in unusual circumstances, the Committee may hear from other individuals with knowledge of the candidate's performance and may receive other documents relevant to the candidate's nomination or application. The candidate or the Department Chair or the Dean may request that other individuals be asked to appear before the Committee, but there shall be no right to call witnesses.
5. All proceedings of the Committee shall be closed, except that the candidate and the Department Chair or Dean of the Library may be present when the Committee is addressed by any person concerning the candidate's nomination or application. The Committee's deliberations shall be closed to all persons other than Committee members.
6. All information received by the University Academic Rank, Tenure, and Permanent Status Committee, from whatever source, shall be held in strict confidence except when required to be disclosed by court order, subpoena, or as required by law. No member of the Committee shall discuss or divulge any information given to or acquired by the Committee with any person who is not a Committee member, except when required to do so by court order, subpoena, or applicable law. Minutes of all Committee proceedings shall be held in the office of the Chair under lock and key. No minutes shall be distributed to any member of the Committee, administrator, faculty member, student, alumni, or any other person or groups of persons, except as a necessary part of the promotion or tenure/permanent status process.

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7. By the deadline provided in this **Policy**, the Committee shall submit to the Provost a detailed memorandum containing the Committee's recommendation concerning each candidate and the reasons for it. If the recommendation is not unanimous, the memorandum shall indicate the numerical vote supporting the recommendation and the minority opinion(s).

H. Review by the Provost

1. The Provost shall receive the recommendations of the University Academic Rank, Tenure, and Permanent Status Committee, School Dean, the Department, the Dean of the Library, and the APPSC; the candidate's response, if appropriate, to the departmental/unit recommendation submitted to the University Academic Rank, Tenure, and Permanent Status Committee; the candidate's full departmental/unit dossier; and any other documents considered by the University Academic Rank, Tenure, and Permanent Status Committee.
2. In his/her discretion, the Provost may consult the candidate, the candidate's Department Chair, School Dean, APPSC, Dean of the Library, or the Chair of the University Academic Rank, Tenure, and Permanent Status Committee. In exceptional circumstances, the Provost may consult other individuals with knowledge of the candidate's performance and may receive additional documents relevant to his/her consideration, to which the candidate may have access.
3. By the deadline provided in this **Policy**, the Provost shall submit to the President his/her recommendation concerning the candidate's nomination or application. The Provost shall provide a copy of his/her recommendation to the candidate, together with copies of the recommendation of the University Academic Rank, Tenure, and Permanent Status Committee and any views of dissenting members of the Committee. The Provost shall notify the candidate of his/her right to appeal the Provost's recommendation to the Faculty Appeals Committee within fifteen (15) working days after issuance of the recommendation.

I. Appeal to Faculty Appeals Committee

The candidate may appeal an adverse recommendation of the Provost to the Faculty Appeals Committee within fifteen (15) working days after issuance of the recommendation. The procedures for such an appeal are provided in *Section VIII.C.* of this **Policy**.

J. President's Decision

1. If the candidate does not appeal the recommendation of the Provost to the Faculty Appeals Committee, the candidate may, within fifteen (15) working

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days after issuance of the Provost's recommendation, submit to the President a response to the Provost's recommendation or to the recommendation of the University Academic Rank, Tenure, and Permanent Status Committee. The President shall then decide whether to grant or deny the promotion, tenure, or permanent status.

2. If the candidate appeals the recommendation of the Provost to the Faculty Appeals Committee, the President shall receive the recommendation of the Faculty Appeals Committee and then decide whether to grant or deny the promotion, tenure, or permanent status.
3. The President shall notify the candidate, the Provost, the Chair of the University Academic Rank, Tenure, and Permanent Status Committee, the School Dean/Dean of the Library of his/her decision.
4. The President's decision to grant or deny tenure, permanent status, or a promotion is final. Before the President makes his/her final decision, he/she may direct that the review process be reopened. If the President orders a reopening of the process, the President may direct that the process be reopened at any level of consideration and may prescribe a limited process to be followed on reopening.

K. Special Cases

1. Whenever the Chair of a Department is nominated or has applied for promotion, the School Dean, in consultation with the tenured faculty members of the department, shall designate a tenured faculty member to perform the role of the Department Chair in the review process.
2. Decisions concerning tenure and academic rank of administrators shall be made on the basis of the criteria established for tenure and promotion contained in this **Policy**. In particular, such decisions shall be based on academic merit and on the academic needs of the administrator's department.

VII. PROCEDURES FOR TERMINATION OF FACULTY FOR CAUSE

A. Notice of Termination

When the University proposes to terminate the appointment of a faculty member for cause, as provided in *Section III.B.* of this **Policy**, the Provost shall prepare a notice of the termination. The notice of termination shall state the charges and the facts supporting them with sufficient particularity to give the faculty member notice of the basis for termination. The notice of termination shall be delivered to the faculty member in person or by certified mail, return-receipt requested.

B. Request for a Hearing

Within thirty (30) working days after receipt of the notice of termination, the faculty member may request a Hearing on the charges before either an impartial Officer appointed by the President **or** before the Faculty Appeals Committee. The faculty member shall make a request for a Hearing in writing to the President, and the President shall promptly appoint a Hearing Officer or notify the Chair of the Faculty Appeals Committee of the request. With the consent of the President, the faculty member may elect a Hearing before the President rather than before a Hearing Officer or the Faculty Appeals Committee.

In any event, the request for a Hearing must be made in writing to the President. This request must indicate before which authority the faculty member wishes to proceed with his/her appeal. If the faculty member elects to proceed before a Hearing Officer, the President shall promptly nominate three (3) potential Hearing Officers from whom the faculty member will select the Hearing Officer who will preside over the appeal. If the faculty member elects to proceed before the Faculty Appeals Committee, the President shall notify the Committee of this request. The faculty member shall include in his/her request the address and telephone number to which notices may be directed.

C. Hearing

1. The faculty member may elect to be represented by counsel of his/her choice throughout the termination proceedings. The faculty member or his/her designee and/or the Provost may request a conference with the Hearing Officer or the Chair of the Faculty Appeals Committee prior to the Hearing to discuss any matters related to the Hearing. The Hearing Officer or the Chair of the Faculty Appeals Committee, as the case may be, shall set a date for the Hearing by mutual agreement with the faculty member. The Hearing shall be held no later than thirty (30) working days after receipt of the faculty member's request for a Hearing. The Hearing Officer or Chair of the Faculty Appeals Committee shall give the faculty member written notice of the date and time for the Hearing. The written notice also shall establish dates by which any documents to be presented as evidence and the names of potential witnesses must be presented to the Hearing Officer or to the Chair of the Faculty Appeals Committee.

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2. Both the University, represented by the Provost or his/her designee, and the faculty member shall have the opportunity to make opening and closing statements, to examine and cross-examine witnesses, and to present documentary evidence. Members of the Faculty Appeals Committee or the Hearing Officer may question witnesses and may call his/her own witnesses, as he/she deems necessary.
3. The Hearing Officer or Chair of the Faculty Appeals Committee shall request the presence of the requested witnesses unless he/she determines that the request is unreasonable or that the testimony sought would be irrelevant to the issues in the Hearing.
4. At the Hearing, the University shall present evidence of the University's basis for termination and shall bear the burden of establishing the basis for termination by a fair preponderance of the evidence.
5. The formal rules of evidence applicable to judicial proceedings shall not apply in the Hearing. The Hearing Officer or Faculty Appeals Committee may receive such evidence as a reasonable person would consider reliable in making important personal decisions. The Hearing Officer or Chair of the Faculty Appeals Committee shall make rulings on issues of relevance and admissibility. The Hearing Officer or the Chair of the Faculty Appeals Committee, with the approval of the Committee, may set reasonable limits on the presentation of evidence and may exclude redundant or irrelevant evidence.
6. The Hearing shall be closed unless both parties agree that it be open to persons other than the parties and their representatives. Except for deliberations of the Faculty Appeals Committee, the proceedings shall be recorded electronically or steno-graphically or both.
7. At any point during the process, the faculty member may elect to withdraw from the process and accept termination by submitting a written notice of withdrawal to the President and to the Hearing Officer or Chair of the Faculty Appeals Committee.

D. Decision

1. Within thirty (30) working days following the conclusion of the Hearing, the Hearing Officer or the Faculty Appeals Committee shall render proposed findings of fact and a recommended action to the President. The proposed findings and recommendation shall be based solely on the evidence introduced at the Hearing. Copies of the recommendation shall be provided to the faculty member and to the Provost.
2. Within five (5) working days after receipt of the proposed findings and recommendation of the Hearing Officer or Faculty Appeals Committee,

either party may request an opportunity for oral argument before the President.

3. After oral argument, if such is requested, the President shall adopt or reject the proposed findings and recommendation of the Officer or Faculty Appeals Committee. The President shall issue his/ her decision in writing to the faculty member and to the Hearing Officer or the Faculty Appeals Committee, depending on which one heard the case. The President's decision shall be issued within thirty (30) working days after he/she receives the recommendation of the Hearing Officer or the Faculty Appeals Committee.

E. Appeal to the Board of Regents

If the President's decision is to terminate the appointment of the faculty member, the faculty member may appeal the decision to the Board of Regents of the University System of Maryland, which shall render the final decision.

VIII. POLICIES PERTAINING TO ALL PROCEDURES FOR TERMINATION FOR CAUSE AND APPEAL OF DENIAL OF PROMOTION AND TENURE OF FACULTY, OR APPOINTMENT, RANK, AND PERMANENT STATUS OF FACULTY LIBRARIANS

- A. Legitimate differences of opinion may arise in the relationship between the University and a faculty member regarding decisions made by the University and its faculty committees on promotion, tenure, permanent status, and termination. Both the faculty member who wishes to appeal a decision and the University benefit when the University responds to requests for an appeal promptly and fairly. Accordingly, these procedures shall be used to ensure that each faculty member's right to request an appeal is received and adjudicated promptly and fairly.
- B. The Faculty Appeals Committee is a standing committee of the Division of Academic Affairs and is composed of tenured Professors. The President shall appoint one (1) member of the Committee; each Academic Dean, one (1); the Dean of the Library, one (1), and the Provost, one (1). None of the members of the Faculty Appeals Committee shall be members of the University Academic Rank, Tenure, and Permanent Status Committee, and each should be from different academic departments. All appointments to the Faculty Appeals Committee shall be for a term of two (2) years. The Committee shall elect its own Chair and any other officers needed. There must be a quorum for a Hearing to take place. In an unusual case when this quorum is not possible, the President of the University or his/her designee shall appoint a replacement(s).

IX. APPEALS OF ADVERSE RECOMMENDATIONS REGARDING PROMOTION AND TENURE OR PERMANENT STATUS

- A. A candidate for promotion, tenure, or permanent status may appeal an adverse recommendation by the Provost to the Faculty Appeals Committee, as provided in

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the promotion, tenure, or permanent status review process established in *Section VI* of this **Policy**.

- B. Within fifteen (15) working days after issuance of the recommendation of the Provost, the candidate shall submit to the Chair of the Faculty Appeals Committee a request for appeal. The appeal request shall state clearly and concisely the recommendation from which the candidate is appealing and the reasons the candidate believes the recommendation should be reversed. The candidate shall submit with the appeal request any materials that the candidate requests that the Committee consider.
- C. Within thirty(30) working days after receipt of an appeal request, the Chair of the Faculty Appeals Committee shall convene a Hearing on the appeal. A Hearing on an appeal from a promotion or tenure/permanent status recommendation is not an adversarial, trial-type appeal of a denial of promotion or tenure/permanent status; it is a limited review of a highly discretionary decision concerning academic merit.
- D. The Committee ordinarily will hear from the candidate, the candidate's Department Chair (or designee) and/or Dean, the Chair of the University Academic Rank, Tenure, and Permanent Status Committee, and the Provost. In unusual circumstances, the Committee may hear from other individuals with knowledge of the candidate's qualifications or performance. The Committee will **not** consider materials or issues not considered during the review process leading to the Provost's recommendation, unless good cause is shown why such materials or issues were not brought forth during that process.
- E. The same confidentiality accorded to peer review processes shall be observed in any proceedings before the Faculty Appeals Committee.
- F. At any point during the appeal process, the Faculty Appeals Committee may request, through the President, the advice of the Office of the Attorney General on legal issues presented by the appeal.
- G. By the deadline provided in this **Policy**, the Faculty Appeals Committee shall render a recommendation to the President concerning the application for promotion or tenure/permanent status. The Committee's function in making this recommendation is limited to reviewing the appeal of a denial of promotion or tenure/permanent status leading to the Provost's recommendation.

Accordingly, the Committee shall recommend a departure from the Provost's recommendation *only* if it finds that the candidate has demonstrated clearly:

- 1. that the Provost's recommendation was based on an illegal or impermissible factor that violates freedom of speech or prohibitions against discrimination on the basis of race, ethnic origin, sex, religion, age, or handicap; or

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2. that the Provost's recommendation was arbitrary, capricious, and an abuse of discretion because it was based on clearly erroneous information or was wholly unsupported by information before the Provost; or
 3. that the tenure and promotion review procedures established in this **Policy** were violated and that the violations were so significant as to cause clear prejudice to the candidate.
- H. The Committee shall not substitute its judgment for that of the Provost, and it shall not recommend departure from the Provost's recommendation on the grounds that one criterion for promotion, tenure, or permanent status was given greater weight than others or that particular materials were considered more significant than other materials.
- I. The Faculty Appeals Committee shall provide its recommendation in writing to the President, the Provost, the Chair of the University Academic Rank, Tenure, and Permanent Status Committee, the Dean, and the candidate. The Committee shall report its recommendation to the President within ten (10) working days after the conclusion of its Hearing. The President's decision shall be final.

10/25/02



– 6.00 POLICY ON SHARED GOVERNANCE IN THE UNIVERSITY SYSTEM OF MARYLAND

(Approved by the Board of Regents October 4, 1996; Amended on August 25, 2000)

I. PURPOSE

The University System of Maryland (USM) consists of 13 institutions with distinct but complementary missions. The Board of Regents recognizes the distinct and complementary roles that the Regents, the Chancellor, the Presidents, other administrators, the faculty, the staff, and students have in governing the USM institutions.

Moreover, the Board also recognizes that as higher education changes and evolves, implementation of the fundamental principles of shared governance, set forth below must also continue to evolve.

This policy affirms the Board's commitment to these fundamental principles, which shall guide the development of institution specific shared governance practices consistent with this policy.

II. PRINCIPLES

- A. Final authority and responsibility for the welfare of the USM and its institutions rests with the Board of Regents. The Board may delegate to the chancellor and the Presidents portions of that authority for the purpose of assuring the effective management of the System and its institutions.
- B. Shared governance procedures and principles apply at all levels within the USM.
- C. Shared governance requires informed participation and collaboration by faculty, students, staff, and administrators.
- D. Faculty, staff, and students shall have opportunities to participate, appropriate to their special knowledge and expertise, in decisions that relate to:
 - 1. Mission and budget priorities for the University System of Maryland and its constituent institutions;
 - 2. Curriculum, course content, and instruction;
 - 3. Research;
 - 4. Appointment, promotion, and tenure of all faculty members and the development of policies that affect faculty welfare generally;

5. Development of human resources policies and procedures for exempt and non-exempt staff;
 6. Selection and appointment of administrators; tenure track, part-time, adjunct, and other faculty ranks as established, by Regents' policy, as well as other employees on long-term contracts.
- E. The Presidents and other institution-wide administrators shall consult regularly with the institution's elected representative body or bodies. This consultation will be in accordance with accountability plans developed collaboratively by the participants. These accountability plans shall be subject to the approval of the Board of Regents. The Presidents shall report annually to the Chancellor on the implementation of these accountability plans, and the Chancellor in turn shall report to the Board.
- F. The Chancellor and other System administrators shall consult regularly with the legislatively-mandated, system-wide representative bodies. The Chancellor shall report annually to the Board on the status of these consultations.
- G. The Presidents shall assure that shared governance, based upon the principles and practices in this policy, is appropriately implemented in all sub-units, and are accountable for assuring that other administrators follow them in unit-level deliberations.
- H. Effective implementation of shared governance shall be a component of evaluations of the Chancellor, the Presidents, and other administrators as designated by the Chancellor for the USM Office, and by the President for the institutions.
- I. In keeping with Principle II.C., all participants share with their Presidents and the USM leadership responsibility for:
1. Being informed on issues that confront higher education, the USM, and the institutions;
 2. Acting within time constraints that are imposed by external agencies and influences, sometimes with little or no notice;
 3. Sharing appropriate information and providing timely feedback;
 4. Recognizing the specific goals and needs of the institution, and being accountable to the constituencies represented; and
 5. Distinguishing the roles played by various units and individuals in decision making and administration.
- J. Given the dynamic nature of institutional governance, it is understood
1. That there may be occasions when institutional leaders must act in the best interest of the institution on major issues affecting the institutional constituencies without full benefit of, the shared governance process. In such cases the representative

bodies shall be informed in a timely manner and have an opportunity to comment on the issues.

2. That administrators shall inform important constituencies in a timely manner if they choose to disregard, in whole or in part, the advice and recommendation of constituencies, and they should provide the reasons for their decision. In these

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VI-1.20: BSU Policy Prohibiting Sexual Harassment

POLICY STATEMENT

Bowie State University is committed to providing an atmosphere for its campus community that is free from all forms of harassment. Sexual harassment between faculty and students or supervisors and subordinates exploits the unequal power structure inherent in these professional relationships and will not be tolerated by this University. Sexual harassment is an infringement on the individual's right to work and study in an environment free from unwanted Sexual attention and sexual pressure of any kind and may occur between people of the same or different genders. Behaviors of a sexual nature, though not sexual harassment, may nonetheless be unprofessional in the workplace and/or disruptive in the classroom, and like other similar behaviors, could warrant discipline.

The University is mindful of the principles of academic freedom and is committed to protecting the expression of ideas teaching methods, and course content in the academic setting. At the same time, faculty members are reminded that classroom speech and expressive conduct can be sexual harassment. Therefore, faculty members may not engage in classroom behavior that may objectively have the effect of creating a hostile, intimidating, or offensive work or academic environment which constitutes sexual harassment.

Sanctions against University faculty and staff for violations of this policy range from verbal and written reprimands or warnings, suspension without pay, or termination, depending on the severity of the conduct and the circumstances of the particular case. Likewise, sanctions against students, guests and volunteers at the University may include verbal and written reprimands or warnings, suspension or expulsion from the University, Complainants, Respondents, Witnesses and all personnel involved in actual investigations, or resolving complaints of sexual harassment shall keep all information confidential relating to the complaint. Failure to maintain confidentiality may result in disciplinary actions.

The University will also seek sanctions against any University member found guilty of interfering in another person's right to file a complaint of sexual harassment. Therefore, no member should be discouraged from filing a complaint of sexual harassment at any time.

APPLICABILITY

This Policy is applicable to the entire Bowie State University community, its guests, volunteers and third party contractors. In addition, this Policy includes all external partnerships or Memoranda of Understanding between the University and outside agencies, or institutions. Finally, this Policy covers all Bowie State University instructional sites.

GUIDELINES AND STANDARDS

Definitions

Sexual harassment, a form of illegal gender discrimination, is defined as unwelcome sexual advances; requests for sexual favors; sexual demands; or other verbal, physical, or visual conducts of a sexual nature when:

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1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment by the University or an individual's participation in a University Program; or
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual; or
3. Such behavior is so severe, persistent, or pervasive that a reasonable person would find that it;
 - a. alters the terms or conditions of a person's employment or educational experience, or
 - b. unreasonably interferes with an individual's work or performance in a course, program, or activity, thus creating a hostile or abusive working or educational environment.

There are two recognized types of sexual harassment; Quid pro quo and Hostile environment. The first type, also known as "a favor for a favor," occurs when an individual is subject to unwelcome sexual advances and/or requests for sexual favors and submission is made the basis for firing, hiring, or advancement in the academic setting. The second type, hostile environment, occurs when any type of unwelcome sexual behavior creates an intimidating, uncomfortable, or offensive work or study environment.

Avoiding Charges

It is important to note that sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, is offensive, debilitates morale, and therefore, interferes with work or academic effectiveness. Some examples include:

- Sexual assault.
- Repeated unwanted social invitations.
- Intentional touching of a sexual nature. This includes hugging, massages, fanny pats, etc., or behavior that, if it occurred to a stranger on the street, would subject the person to charges of molestation, indecent exposure, sexual assault, or rape.
- Sexual gestures or other offensive body movements.
- Gratuitous comments of a sexual nature such as explicit statements, questions, jokes, or anecdotes; remarks of a sexual nature about a person's clothing or body.
- Remarks about sexual activities or speculation about the sexual experiences of an individual,
- Exposure to sexually suggestive visual displays such as photographs, e-mails, graffiti posters, calendars, or other printed or written materials.

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- Persistent unwanted sexual/romantic attention.
- Deliberate physical interference with or restriction of an individual's movements.

When determining whether alleged conduct constitutes sexual harassment, the University will consider the totality of the circumstances, including the context of the conduct, its severity, frequency, and whether it was physically threatening and humiliating. A single isolated incident, if sufficiently severe, can constitute sexual harassment under this Policy.

REPORTING VIOLATIONS

An individual who believes that he or she has been the target or victim of sexual harassment or retaliation should report the conduct immediately to the Office of Equal Employment Opportunity Programs and/or to an Executive Administrator of the University. In the event the accused harasser is a member of the above categories, the complainant may notify the Office of the President.

The University is required by law to investigate all allegations of sexual harassment. Therefore, every employee of the University has an affirmative duty to immediately report behaviors that he or she has reason to believe violates this Policy to the Office of Equal Employment Opportunity Programs and/or any member of the University Administration. An administrator who receives notice of possible violations must report said information to the EEO Officer or the University General Counsel within twenty-four (24) hours. Both informal and formal procedures for resolving complaints are available (**BSU Policy VI-1.21 Procedures for Filing Complaints**). Reports of sexual assault and other crimes should be directed to the Office of Public Safety, regardless of whether the matter is also reported as sexual harassment.

EDUCATION MEASURES

The Equal Employment Opportunity Programs together with the General Counsel, will ensure that all employees are provided copies: of this Policy and its implementing procedures. The Dean of Student Affairs will ensure that all students are informed of this Policy and procedures, including distribution in all student publications.

Training on sexual harassment in the workplace is mandatory for all University employees. The EEO Officer and the General Counsel are responsible for providing training and informational materials addressing the laws and policies governing sexual harassment in the workplace and in the academic setting. University-wide training will be provided every three (3) years. New employees will receive copies of the Policy and a modified training upon hire.

RETALIATION PROHIBITION

Retaliation by University faculty, staff or students against a person who makes a complaint of sexual harassment or cooperates in an official investigation, is expressly prohibited. If an individual is found to have engaged in retaliation in violation of this Policy, he or she will be subject to disciplinary action consistent with this Policy, which may include termination of employment or expulsion from University programs and activities.

Replacement For:

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Additionally, this policy supersedes, in whole or in part, any policy(ies) and/or procedure (s) established by the Regents, Trustees, Presidents, or their designees, of the former institutions of the University of Maryland, and of the former State Universities and Colleges, and of the Regents of the University System of Maryland that are in conflict with this policies purpose, applicability, or intent, that may have been overlooked and not included as a specific citation under “Replacement For.”



II – 1.05 POLICY ON THE EMPLOYMENT OF FULL-TIME, NON-TENURE TRACK INSTRUCTIONAL FACULTY IN THE UNIVERSITY SYSTEM OF MARYLAND

(Approved by the Board of Regents on October 11, 2002)

I. PURPOSE

This policy is designed to govern practices at institutions of the University System of Maryland (USM) related to search processes, appointments, contracts, and conditions of employment for full-time non-tenure-track (FTNTT) instructional faculty to assure high quality of instruction by individuals with appropriate credentials and experience and to provide a set of baseline policies for FTNTT faculty in all USM institutions.

II. APPLICABILITY

This policy applies only to those faculty members of the USM institutions (i) who are employed full-time, (ii) who are neither tenured nor eligible for tenure, and (iii) whose responsibilities are primarily or exclusively in the instructional program.

III. DEFINITION OF “FULL-TIME”

The institutional president or designee shall assure that each department or unit that has instructional faculty adopts a definition of “full-time”. The workload expectation for FTNTT instructional faculty shall be specified on an academic-year basis, not on a semester basis.

IV. RANKS

Current BOR policy (II-1.00) lists the following approved ranks that may be used for FTNTT instructional faculty. Institutions shall confer on each FTNTT instructional faculty member one of the following ranks, as appropriate and commensurate with Credentials and professional experience.

(Institutions are not required to use all available ranks.)

Assistant Instructor

Lecturer

The University of Maryland University College may also assign ranks in the Collegiate series (See USM Policy II-1.00, Section II.C.6.a.-d.).

V. POLICY

A. Search

1. Credentials: Each institution shall develop written standards for the academic degrees or professional certifications and professional experience required for appointment to FTNTT instructional faculty ranks. These standards may vary depending on the level of courses to be taught.
2. Search Procedures: The institutional president or designee shall assure that each department or unit has in place written procedures for selecting faculty. These procedures shall include verification of credentials. Search procedures shall reflect the commitment of the institutions and the University System of Maryland to equal opportunity and affirmative action.

B. Hiring

1. 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 (9 months, 9.5 months, one-year), salary, whether or not the appointment is renewable nature of the assignment, benefits (see below, Section C.7.), and performance evaluation policies and procedures.
2. Information for Faculty: Upon signing the contract, the FTNTT faculty member shall have access to the institution's Faculty Handbook, in a written or electronic version.
3. Term of Employment: Normally, initial contracts shall be for one academic year. Subsequent contracts may be for longer terms, not to exceed three years: (five years in the case of UMUC Collegiate faculty). 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 (Section 1.C.12).

II-1.05-2

C. Working Conditions

1. Support for Teaching: The appointing department or unit shall provide each FTNTT instructional faculty member with the support it determines to be necessary for the execution of the appointee's duties. Provision should be made for new appointees to attend departmental and institutional orientation sessions. Support shall also 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 ordering textbook(s) for the course (s), ancillaries for the text (s), and office supplies;
 - d. copying services for course materials;
 - e. an appropriate place for meeting with students during scheduled office hours, except if instruction is completely technology-mediated;
 - f. an institutional email account along with computer access; and
 - g. telephone access.
2. Professional Development: Professional development opportunities for FTNTT instructional faculty members should be supported to the extent possible. Examples include extending invitations to departmental and institutional faculty development events, arranging mentoring by senior faculty, and providing financial support for attending professional conferences when funds permit.
 3. Teaching Assignment: The appointing department or unit shall provide FTNTT faculty with reasonable and adequate notice of projected teaching assignments prior to the start of classes. Notice of 45 days is suggested.
 4. Performance Evaluation: The institutional president or designee shall assure that each department or unit has in place written procedures for evaluating faculty performance on a regular schedule, as required, by Board of Regent's.

II-1.05-3

Policy II-1.20. Departments shall evaluate the teaching of FTNTT faculty members on the same basis used to evaluate the teaching of tenure-track faculty members. Evaluations shall be kept on record in a personnel file and shall be consulted when decisions about promotion, salary, and any subsequent contract are made.

5. Faculty Participation: FTNTT faculty members shall be integrated into the scholarly, intellectual, academic, and social life of the department or unit, and institution. Institutional shared-governance procedures shall include FTNTT faculty.

6. Salaries: Every effort should be made to make salaries professionally appropriate and competitive to the extent allowed by available fiscal resources.
7. Benefits: FTNTT instructional faculty contracts and letters of appointment shall include a written statement of benefits available to the appointees. Appointees shall be provided with access to relevant BOR policies governing the provision of benefits to USM faculty and staff. FTNTT instructional faculty shall be eligible for the benefits listed in sections 7.a. and 7.b., subject to the terms of the policy cited.

a. USM Benefits

- (i) Tuition remission for faculty member (See USM Policy VII-4.10);
- (ii) Tuition remission for dependents (see USM Policy ___ 4.20);
- (iii) Family and medical leave (see USM Policy II-2.31);
- (iv) Annual leave (see USM Policy II-2.40);
- (v) Earned sick leave (see USM Policy II-2.30);
- (vi) Collegial sick leave (see USM Policy II-2.30);
- (vii) Personal leave (see USM Policy II-2.40);
- (viii) Leave for jury service (see USM Policy II-2.50) ;
- (ix) Leave without pay (see USM Policy II-2-20).

Full-time non-tenure-track faculty shall be ineligible for sabbatical leave or for terminal leave, regardless of length of service.

b. Institutional Benefits: Institution-controlled benefits provided to full-time tenured and tenure-track faculty and their spouses and dependent children.

II-1.05-4

Questions? Comments? Mail us at webnotes@usmd.edu

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II-1.06 - POLICY ON THE EMPLOYMENT OF PART-TIME, NON-TENURE TRACK INSTRUCTIONAL FACULTY IN THE UNIVERSITY SYSTEM OF MARYLAND

(Approved by the Board of Regents on October 11, 2002)

I. PURPOSE

This policy is designed to govern practices at institutions of the University System of Maryland (USM) related to search processes, appointments, contracts, and conditions' of employment for part-time, non-tenure-track (PTNTT) instructional faculty to assure high quality of instruction by individuals with appropriate credentials and experience and to provide a set of baseline policies for PTNTT faculty in all USM institutions.

II. APPLICABILITY

This policy applies only to faculty members of the USM institutions (i) who are employed on a less than full-time basis, (ii) who are neither tenured nor eligible for tenure, and (iii) whose responsibilities are primarily or exclusively in the instructional program.

III. PERCENT OF EFFORT

The percent of effort of PTNTT faculty members shall be based on the definition pursuant to USM Policy II-1.05 and shall be calculated either on a semester or, an academic-year basis, depending on the length of the appointment. If the appointment is for an academic year, the calculation shall not be done on a semester basis, even though there may be disparities between semesters in the assigned teaching load.

IV. RANKS

BOR Policy (II-1.00) lists the following approved ranks that may be used for PTNNT instructional faculty. Institutions shall confer on each PTNTT instructional faculty member one of the following ranks, as appropriate and commensurate with credentials and professional experience. (Institutions are not required to use all available ranks.)

II-1.06-1

- a. Assistant Instructor
- b. Lecturer
- c. Adjunct Assistant Professor
- d. Adjunct Associate Professor

e. Adjunct Professor

The University of Maryland University College may also assign ranks in the Collegiate series (See USM Policy II-1.00, Section II.C.6.a.d.).

V. POLICY

A. Search

1. Credentials. Each institution shall develop written standards for the academic degrees or professional certifications and professional experience required for appointment to PTNTT instructional faculty ranks. These standards may vary depending on the level of courses to be taught.
2. Search Procedures. The institutional president to designee shall assure that each department of unit has in place written procedures for selecting faculty. These procedures shall include verification *of* credentials. Search procedures shall reflect the commitment of the institution and the University System of Maryland to equal opportunity and affirmative action.

B. Hiring

1. Contracts/Letters of Appointment. Each PTNTT faculty member shall be provided with a written contract or formal letter of appointment prior to the beginning of the assignment. The contract or letter shall state the academic rank, length of appointment, time of service (9 months, 9.5 months, one year), percent of full-time, salary, whether or not the appointment is renewable, nature of the assignment, benefits (if any), and performance-evaluation policies and procedures. In addition, all contracts/letters of offer shall specify what happens if a course is canceled prior to the start of class.
2. Information for Faculty. Upon signing the contract, the PTNTT faculty member shall have access to the institution's Faculty Handbook, in a written or electronic version.
3. Term of Employment. Initial contracts Shall be for a period of one semester, but subsequent contracts may be for longer periods not to exceed three years.

II-1.06-2

C. Working Conditions

1. Support for Teaching. The appointing development or unit shall provide each PTNTT instructional faculty member with the support it determines to be necessary for the execution of the appointee's duties. Provision should be made for new appointees to attend departmental and institutional orientation sessions. Support shall also 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 ordering textbook(s) for the course(s), ancillaries for the text(s), and office supplies;
 - d. copying services for course materials;
 - e. appropriate place for meeting with students during scheduled office hours, except if instruction is completely technology-mediated;
 - f. an institutional email account along with computer access; and
 - g. telephone access.
2. Professional Development. Professional development opportunities for PTNTT instructional faculty should be supported to the extent possible. This may include extending invitations to departmental, institutional, and external faculty development events.
 3. Teaching Assignment. The appointing department or unit shall provide PTNTT faculty with reasonable and adequate notice of projected teaching assignments prior to the start of classes. Notice of 45 days is suggested.
 4. Performance Evaluation. The institutional president or designee shall assure that each department or unit has in place written procedures for evaluating faculty performance on a regular schedule, as required by Board of Regents' Policy II-1.20. Departments shall evaluate the teaching of PTNTT faculty members on the same basis used to evaluate the teaching of tenure-track faculty members. Evaluations shall be kept on record in a personnel file and shall be consulted when decisions about promotion, salary, and any subsequent contract are made.
 5. Faculty Participation, PTNTT faculty members shall be integrated into the scholarly, intellectual, academic, and social life of the department or unit, and institution. Institutional shared-governance procedures shall include PTNTT faculty.
 6. Salaries. Every effort should be made to make salaries professionally appropriate and competitive to the extent allowed by available fiscal resources.
 7. Benefits. PTNTT instructional faculty contracts and letters of appointment shall include a written statement of benefits available to the appointees.

Appointees shall be provided with access to relevant BOR policies governing the provision of those benefits to USM faculty and staff. PTNTT instructional faculty in their fifth semester of appointment at 50% time or more shall be eligible for the benefits listed in sections 7.a. and 7.b, subject to the terms of the policies cited.

a. USM Benefits

- (i) Tuition remission for faculty member (see USM Policy VII-4.10);
- (ii) Tuition remission for dependents (see USM Policy VII-4.20);
- (iii) Family and medical leave (see USM Policy II-2.31);
- (iv) Annual Leave (see USM Policy II-2.40);
- (v) Earned sick leave (see USM Policy II-2.30);
- (vi) Collegial sick leave (see USM Policy II-2.30);
- (vii) Personal leave (see USM Policy II-2.40);
- (viii) Leave for jury service (see USM Policy II-2.50); and
- (ix) Leave without pay (see USM Policy II-2.20).

Part-time non-tenure-track faculty shall be ineligible for sabbatical leave or for terminal leave, regardless of length of service.

- b. Institutional Benefits. Institution-controlled benefits provided to part-time tenured and tenure-track faculty and their spouses and dependent children.

II-1.06-4

Questions? Comments? Mail us at webnotes@usmd.edu

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