GUIDELINES FROM THE PROVOST’S BUDGET OFFICE (revised 10-24-2016)

SCHEDULE OF PAYMENTS FOR INSTRUCTION
- $1,000 per credit hour for off-load instruction in fall and/or spring term (all instructors)
- $1,167 per credit hour for off-load instruction in minimester term (all instructors)
- $1,333 per credit hour for instruction by adjunct instructor in summer term (all instructors)
- $1,333 per credit hour for instruction by regular faculty and/or lecturers in summer term (all instructors)
- Sliding scale for summer and minimester payments for instruction for classes not meeting minimum enrollments; rates are posted on PBO website

PROMOTION SALARY INCREASES
- Faculty promoted to associate professor (from assistant professor) receive a $6,000 increase to base salary beginning the ensuing academic year (as per the ART policy)
- Faculty promoted to full professor (from associate professor) receive a $7,500 increase to base salary beginning the ensuing academic year (as per the ART policy)
- Faculty do not receive salary increases to base salaries for being awarded tenure
- Librarians promoted to the next Librarian level / status receive a $6.0K increase beginning the ensuing fiscal year (as per the ART policy)
- Full-time Lecturers who serve six consecutive years as a full-time lecturer receive secondary payments equal to 7.25% of their annual salary in lieu of an employer contribution to or service credit for a State-sponsored retirement or pension plan. (see USM Policy II 1.05 www.usmd.edu/regents/bylaws/SectionII/II105.html)

COMPENSATION FUNDED BY THE PBO FOR ADMINISTRATIVE WORK
- Department Chairperson serving a four year term: $8,500 flat stipend per term (fall and spring terms), $5,000 flat stipend per term (summer term), for a total of $22,000. Department Chairpersons under this arrangement are eligible to receive a one-time $3,000 transition stipend upon completion of four year term.
  - (Acting) Department Chairperson on a semester by semester basis and not an annual contract: $5,000 flat stipend per term (fall or spring terms), $3,000 flat stipend per term (summer term)
  - (Acting) Department Chairperson serving in an interim basis with an annual contract: $8,500 flat stipend per term (fall and spring terms), $5,000 flat stipend per term (summer term)
- Director of significantly large cross-college academic or significantly large special program (e.g., Honors College): $6,250 flat stipend per term (fall and spring terms), $2,500 flat stipend per term (summer term), for a total of $15,000 (must work as director during summer).
- Director of large academic or special program (e.g., interdisciplinary programs; core curriculum): $4,250 flat stipend per term (fall and spring terms), $2,500 flat stipend per term (summer term), for a total of $11,000 (must work as director during summer).
• **Graduate Program Directors:** $3,500 flat stipend (must work as Graduate Program Director during summer)

**TOTAL ADDITIONAL COMPENSATION EARNED FROM TU PER FISCAL YEAR**

• Please see TU Policy 02-03.11, Towson University Policy on Institutional Base Salary for Full-Time Faculty for information. This policy replaces the former “33% / 10%” model that had been in place for many years.

**REASSIGNED TIME AND OFFLOAD TEACHING**

• Faculty generating eight (8) or more course units in an academic year may be assigned up to two off-load courses in an academic year as approved by the department chair and dean.

• Faculty generating seven (7) course units in an academic year may be assigned one off-load courses in an academic year as approved by the department chair and dean.

• In extraordinary circumstances faculty generating six (6) course units in an academic year may be assigned one off-load course in an academic year as approved the department chair, dean, and provost.

**FACULTY TRAVEL FUNDING GUIDELINES (STATE-FUNDED ONLY)**

• Faculty Travel Funding Guidelines are principles that the deans and provost have agreed to use in making decisions about funding faculty travel.

• Faculty Travel Funding Guidelines apply to travel funding supported using state-side (hard) monies. Please talk with your college dean for additional information regarding these guidelines and/or travel funding supported with monies other than state-side (hard) monies.

**REIMBURSEMENT OF TRAVEL FOR DIRECT INSTRUCTION TO AND FROM TUNE**

• Reimbursement will be made for only one round-trip to/from TUNE in a single day. www.towson.edu/adminfinance/fiscalplanning/financialservices/Travel-MileageExpenses.asp

• Attach a screen shoot (pdf, jpeg, etc.) of an online map search for both the trip from your home to the main campus and one for your trip from the main campus to TUNE. Save these shots to a folder on your computer so you have them available to attach each time you request reimbursement. This is needed to verify the mileage for which you are reimbursement eligible. Just as with your regular department requests you are not eligible for the mileage from your home to campus if the main campus is considered your regular work location.

• Submit an online request for each trip you make to teach a class at TUNE or submit a form for multiple TUNE teaching days during the semester. Do not submit a form in advance for days not yet completed. Please consider any submitted paper requests that have not been reimbursed yet as invalid and resubmit the request online.
TUITION-ONLY & INTERNSHIP PAYMENTS FOR FULL-TIME & PART-TIME INSTRUCTIONAL FACULTY  
(in effect pending full review of faculty instructional workload)

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

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

SELF-SUPPORT AND GRANT INDIRECTS DISTRIBUTIONS
- For research grants: (5% to PI, 10% to department, 15% to college, 20% to Academic Affairs, 25% to OSPR, 25% to A & F)
- For international “grants”: (20% to college, 25% to department, 30% to academic affairs, 25% to international programs) [this practice is being re-examined]
- For TLN “profits” (after contribution to A & F, and all program expenses paid): 72.5% to college, 27.5% to academic affairs [this practice is being re-examined]

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

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

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

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

FACULTY SEARCH EXPENSES
• PBO will provide up to $3,500 for each faculty search for a tenured/tenure-track or clinical or permanent librarian faculty position. A “failed search” constitutes a search for a faculty position, so funding for a new search following a failed search within the same fiscal year will not be provided by the PBO without approval from the provost.
• Funds may be used for overnight lodging, meals, transportation, and advertisements of these positions only.
• Overnight Lodging: Three (3) applicants for a tenured/tenure-track faculty position search may be brought to campus unless approved by the Provost.
• The PBO will only pay for one (1) visit per applicants for a tenured/tenure-track faculty position unless approved by the Provost.
• The PBO will fund up to two (2) days of stay for each applicant for a tenured/tenure-track faculty position unless approved by the Provost.
• Meals: Reimbursements are limited to the applicant for a tenured/tenure-track faculty and two (2) other facultypersons.
• Reimbursement rates for meals at the University Marriott is limited to:
  Breakfast - $16 per person; Lunch - $18 per person; Dinner - $35 per person.
  Please note that as of fall 2016, total charges exceeding the eligible per diem reimbursement amounts will be charged to the responsible department’s non-personnel/operating budget.
• Reimbursement rates for meals at venues other than the University Marriott (as per state defined rates) is limited to:
  Breakfast - $14 per person; Lunch - $18 per person; Dinner - $35 per person.
  Please note that as of fall 2016, total charges exceeding the eligible per diem reimbursement amounts will be charged to the responsible department’s non-personnel/operating budget.
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personnel/operating budget.

- **Transportation**: Expenses for mileage to and from a/the airport, train station, etc. for each applicant for a tenured/tenure-track faculty position are reimbursable from the PBO.
- **Advertisements**: The PBO will pay for and/or reimburse a department up to a combined maximum of $500 per search for a tenured/tenure-track faculty position for position advertising expenses.
- However, the PBO covers costs of advertisements in the Chronicle of Higher Education, Inside Higher Education, and HERC for advertisements of tenured/tenure-track faculty positions.
- **Moving Expenses**: The candidate who is hired into a tenured/tenure-track faculty position may be reimbursed by the PBO for reasonable moving expenses based on the following:
  - move of 100 - 1,000 miles: $1,000 maximum
  - move of 1,001 - 2,000 miles: $2,000 maximum
  - move of 2,001 + miles: $3,000 maximum