02-02.10 - POLICY ON TRANSITIONAL TERMINAL LEAVE FOR FACULTY

I. Policy Statement: This policy provides procedures for transitional terminal leave for Faculty Members, in accordance with Policy II-2.10 of the Bylaws, Policies and Procedures of the Board of Regents, University System of Maryland (“USM Policy”) ([http://www.usmd.edu/regents/bylaws/SectionII/II210.html](http://www.usmd.edu/regents/bylaws/SectionII/II210.html)).

II. Definitions:

   A. Faculty Member is a tenured faculty member. This definition includes permanent status librarians.

   B. University is Towson University.

III. Responsible Executive and Office:

   Responsible Executive: Provost and Vice President for Academic Affairs

   Responsible Office: Office of the Provost

IV. Entities Affected by this Policy: Academic departments, Faculty Members.

V. Procedures:

   A. Terms

   1. The President may grant a transitional terminal leave, upon application by a Faculty Member, at the discretion of the University and with the consent of the Faculty Member.

   2. Only Faculty Members are eligible for transitional terminal leave.

   3. Unless otherwise provided in Section V.B.2., a Faculty Member, while on transitional terminal leave, shall:

      a. remain an employee of the University, and be subject to all policies of the Board of Regents and the University;

      b. receive a salary up to that which would have been accorded had the Faculty Member remained at the University, consistent with Section V.B.1.a. or b.; and
c. retain eligibility for all benefits normally associated with full-time (or, where applicable, half-time) employment, with the exception of annual leave.

4. As a condition to the grant of transitional terminal leave, the Faculty Member shall agree, in writing, to the conditions of the leave, waiving all claims arising out of his or her employment, other than those specified in this policy, and also waiving all claims to employment at the University subsequent to the period of transitional terminal leave.

B. Duties and Duration. Depending on the duties to be performed during transitional terminal leave, the transitional terminal leave period shall be of the following duration:

1. Continued Performance of Duties During Transitional Terminal Leave: If the Faculty Member performs duties, as agreed upon and documented between the University and the Faculty Member, at a level of at least twenty-five percent (25%) of the Faculty Member’s full-time commitment over the prior thirty-six (36) months (or as otherwise deemed by the Internal Revenue Service to constitute full-time employment) evenly throughout the entire terminal leave period, then transitional terminal leave may be granted:
   a. for a Faculty Member with a twelve month contract, with up to full pay for a period not to exceed twelve months, or with up to half pay for a period not to exceed twenty-four months; or
   b. for a Faculty Member with a nine or ten month contract, with up to full pay for a full academic year, or with up to half pay for two academic years.
   c. for Faculty Members employed on a part-time basis during the academic year preceding the transitional terminal leave, “full pay” means the full rate of pay earned for such part-time service, and half pay means half the rate of pay earned for such service.

2. Duties not Performed During Transitional Terminal Leave.

Consistent with applicable IRS requirements, if a Faculty Member does not meet the service requirements of Section V.B.1.: 

a. The duration of the Faculty Member’s fully-paid transitional terminal leave will be limited to a period within 2.5 months of the end of the calendar year in which the Faculty Member and the University entered into the
transitional terminal leave agreement, using normal applicable payroll scheduled.

b. The level of compensation shall be as set forth in Section V.B.1.

c. The Faculty Member’s active employment will cease effective on the beginning date of the transitional terminal leave period, as will eligibility for all benefits normally associated with employment.

**Related Policies:** USM Policy II-2.10

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