

## University of Maryland College Park Expectations and Responsibilities for Faculty Members

As Maryland's Flagship university, the University of Maryland, College Park (UMD) is committed to "develop and disseminate knowledge in an environment that fosters intellectual discourse, free speech, diversity, inclusion, freedom from violence, and mutual respect."<sup>1</sup> Further, as the Flagship campus with a land grant mission, "UMD strives to provide exceptional and affordable instruction for Maryland's most promising students. As a pre-eminent locus of scholarship, the University builds and maintains a world-class capacity in the sciences, arts and humanities, and extension activity to support ground-breaking discoveries that address the most pressing global challenges and inspire the human imagination. As one of the country's first land-grant institutions, UMD uses its research, educational, cultural, and technological strengths in partnership with state, federal, private, and non-profit sectors to promote economic development and improve quality of life in the State of Maryland."<sup>2</sup>

UMD faculty, staff, and students contribute to and benefit from UMD's pursuit of excellence, land grant mission, innovation, and ingenuity. The diversity of scholarship, community, and experiences enrich our campus community, and it is the responsibility of UMD faculty, students, and staff to promote and model a respectful, inclusive, and positive environment and climate. Employees of UMD bear particular responsibility to maintain and model the highest standards of ethics and conduct, as articulated in the [UMD Principles of Ethical and Responsible Conduct](#).<sup>3</sup>

All members of the faculty<sup>4</sup> have the rights and responsibilities of [academic freedom](#) and [freedom of speech](#). They have the right to due process, and retain civil and other rights afforded to them by the U.S. Constitution, federal and state laws and regulations, and University System of Maryland (USM) and UMD policies. In addition to these rights, faculty members have particular responsibilities and expectations as representatives of and leaders within the UMD community and the USM, as well as employees of the state of Maryland. These expectations and responsibilities are documented in a range of federal and state laws and regulations, USM policies, UMD policies adopted through its shared governance process executed with the [University Senate](#),<sup>5</sup> and through UMD aspirational statements such as those included in UMD's [Fearlessly Forward](#) strategic plan. The following **UMD Faculty Expectations and Responsibilities** aggregation provides a concise guide for faculty members in fulfilling their research, scholarship, and/or creative activities; instructional activities; service activities; and state employee roles. These expectations fall broadly in the areas of engagement, professionalism, integrity, and compliance, expanded on below.

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<sup>1</sup> [University Senate Resolution Reaffirming Core Values and Principles](#).

<sup>2</sup> [University Mission](#), as approved by the Maryland Higher Education Commission, August 1, 2018.

<sup>3</sup> **UMD Principles of Ethical and Responsible Conduct**. Division of Administration and Finance, University of Maryland College Park. Available at: <https://vpaf.umd.edu/responsibleconduct>.

<sup>4</sup> All individuals who hold UMD faculty [titles](#) (Tenure/tenure track; Professional Track; and Permanent Status) are included in the faculty and referenced by the phrase "faculty member."

<sup>5</sup> Faculty members should become familiar with USM and UMD faculty-related [policies](#), particularly sections II, (Faculty), III (Academic Affairs), and IV (Research).

Expectations/Responsibilities for Faculty Members	Core Policy/Guidelines/References	Campus Resource
<b>Engagement</b>		
Faculty members have a responsibility to nourish a climate of intellectual growth, foster curiosity, advance knowledge, mentor, and provide outstanding and innovative learning experiences.	<ul style="list-style-type: none"> <li>• <a href="#">University of Maryland College Park Mission Statement</a></li> </ul>	Office of the President
Faculty members enjoy the rights that academic freedom affords them, and therefore are expected to embrace the responsibilities that academic freedom carries in meeting their instructional, research, creative activities, service, and public engagement pursuits.	<ul style="list-style-type: none"> <li>• <a href="#">II-1.00(A) - Policy and Procedures on Appointment, Promotion, and Tenure of Faculty</a></li> </ul> <p>Additional resources:</p> <ul style="list-style-type: none"> <li>• <a href="#">Academic Freedom and Free Speech</a></li> <li>• <a href="#">AAU Statement of Principles on Academic Freedom and Tenure</a></li> </ul>	Office of Faculty Affairs
As stewards of the University and their academic units, faculty members are expected to participate actively in their units, engage in shared governance as appropriate, and remain informed of relevant unit, UMD, and USM policies and procedures.	<ul style="list-style-type: none"> <li>• <a href="#">I-6.00 Policy on Shared Governance in the University System of Maryland</a></li> <li>• <a href="#">II-1.15(A) – University of Maryland Policy on Workload and Responsibilities for Tenured, Tenure Track, Permanent Status, and Permanent Status Track Faculty</a></li> <li>• <a href="#">II-1.25 - Policy on Faculty Workload and Responsibilities</a></li> <li>• <a href="#">II-3.10 - Policy on Professional Commitment of Faculty</a></li> </ul>	Office of Faculty Affairs Division of Research

	<ul style="list-style-type: none"> <li>• <a href="#">II.3.10(A) - University of Maryland Policy on Conflict of Interest and Conflict of Commitment</a></li> </ul>	
<b>Expectations/Responsibilities for Faculty Members</b>	<b>Core Policy/Guidelines/References</b>	<b>Campus Resource</b>
<b>Professionalism</b>		
Faculty members are expected to fulfill and meet their essential duties of research, creative activities, instructional, and service.	<ul style="list-style-type: none"> <li>• <a href="#">II-1.25 - Policy on Faculty Workload and Responsibilities</a></li> <li>• <a href="#">II-3.10 - Policy on Professional Commitment of Faculty</a></li> <li>• <a href="#">University of Maryland College Park Plan of Organization for Shared Governance</a></li> </ul>	Office of Faculty Affairs
<p>Faculty members are responsible for cultivating a respectful and inclusive instructional and work environment.</p> <ul style="list-style-type: none"> <li>• Faculty are expected to establish and maintain a safe work environment that is free of discrimination and harassment, engage in civil behavior, and treat all in the instructional and work environment, including colleagues, students, staff, administrators, and others, with respect, courtesy, and dignity. This expectation applies whenever a faculty member is engaged in professional activities as a member of the UMD faculty (e.g., on and off campus, via social media, via e-mail, and other forms of communication and interactions). Faculty are expected to</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">III-1.00 - Policy on Faculty, Student and Institutional Rights and Responsibilities for Academic Integrity</a></li> <li>• <a href="#">VI-1.00(C) University of Maryland, College Park Policy on Inclusive Language</a></li> <li>• <a href="#">VI-1.00(F) - Policy on Threatening and Intimidating Conduct</a></li> <li>• <a href="#">Maryland Workplace Bullying Policy</a></li> </ul>	<p>The Office of Civil Rights and Sexual Misconduct  Office of Faculty Affairs  Division of Research  Office of Diversity and Inclusion  Graduate School  Office of Student Conduct</p>

<p>respond appropriately to misconduct on the part of others within the UMD community.</p>		
<p>Faculty members are expected to model and exhibit professional conduct.</p> <ul style="list-style-type: none"> <li>The University is a professional work environment and as such faculty are expected to engage in professional behavior in conducting their activities, such as timely and professional communication with students, colleagues, staff and administrators; ensuring timely completion of assigned workload; and enabling and engaging in respectful and open deliberation and discourse without reprisal or retaliation.</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">II-3.10 - Policy on Consensual Relations Between Faculty and Students</a></li> <li><a href="#">IV-1.60 - Policy on Sexual Misconduct</a></li> <li><a href="#">VI-1.60(A) - Sexual Misconduct Policy &amp; Procedures</a></li> <li><a href="#">VI-1.00(B) - Non-Discrimination Policy and Procedures</a></li> <li><a href="#">VII-11.00(A) University of Maryland Faculty and Staff Workplace Violence Reporting and Risk Assessment Procedures</a></li> <li><a href="#">Graduate Student Rights and Responsibilities</a></li> </ul> <p>Additional resources:</p> <ul style="list-style-type: none"> <li>National Science Foundation policy on reporting findings of harassment in the workplace by those funded by NSF <a href="https://www.govinfo.gov/content/pkg/FR-2018-09-21/pdf/2018-20574.pdf">https://www.govinfo.gov/content/pkg/FR-2018-09-21/pdf/2018-20574.pdf</a></li> <li>National Institutes of Health <a href="#">Expectations, Policies, and Requirements</a></li> </ul>	<p>The Office of Civil Rights and Sexual Misconduct Office of Faculty Affairs Division of Research Office of Diversity and Inclusion Administration and Finance Graduate School</p>

Expectations for Faculty Members	Core Policy/Guidelines/References	Campus Resource
<b>Integrity</b>		
<p>Faculty members are expected to engage in their essential duties (research, scholarship, creative activities, instruction, and service) with the highest standards of integrity, responsibility, excellence, and within the accepted practices and norms of their field(s) and profession(s).</p>	<ul style="list-style-type: none"> <li>• <a href="#">II-1.00(A) - Policy and Procedures on Appointment, Promotion, and Tenure of Faculty</a></li> <li>• <a href="#">II-1.25 - Policy on Faculty Workload and Responsibilities</a></li> <li>• <a href="#">III-1.10(A) - Policy and Procedures Concerning Scholarly Misconduct</a></li> <li>• <a href="#">III-6.30(A) - POLICY AND PROCEDURES ON THE DISCLOSURE OF STUDENT EDUCATION RECORDS</a></li> </ul> <p>Additional resources:</p> <ul style="list-style-type: none"> <li>• AAUP Statement on Professional Ethics: <a href="https://www.aaup.org/report/statement-professional-ethics">https://www.aaup.org/report/statement-professional-ethics</a></li> <li>• Responsible conduct of research <a href="https://research.umd.edu/rcr">https://research.umd.edu/rcr</a></li> <li>• Instructional ethics/FERPA <a href="https://tltc.umd.edu/ethical-teaching-ferpa">https://tltc.umd.edu/ethical-teaching-ferpa</a></li> </ul>	<p>Office of Faculty Affairs  The Teaching and Learning Transformation Center  Office of Undergraduate Studies  The Graduate School  Division of Research</p>

<p>Faculty members are expected to engage responsibly in their instructional, research, and service activities and assignments.</p> <ul style="list-style-type: none"> <li>Faculty members are expected to avoid any conflicts of interest and/or commitment; to ensure compliance with any responsible conduct of research requirements (e.g., research restrictions, export controls, intellectual property, lab safety, animal and/or human subjects protocols, or other requirements); create and sustain a classroom environment conducive for optimal learning; and to ensure the timely dispatch of required deliverables (e.g., submission of grades, annual Outside Professional Activities reporting).</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">II-3.10(A) - Policy on Conflict of Interest and Conflict of Commitment</a></li> <li><a href="#">IV-3.20(A) - Intellectual Property Policy</a></li> </ul> <p>Additional Resources:</p> <ul style="list-style-type: none"> <li>Further documentation relevant to compliance (e.g., export controls, IRB, IP). <a href="https://research.umd.edu/rco">[https://research.umd.edu/rco]</a>.</li> <li>Instructional guidance: <a href="https://www.faculty.umd.edu/teach/">https://www.faculty.umd.edu/teach/</a></li> <li>Research Compliance: <a href="https://research.umd.edu/rco">https://research.umd.edu/rco</a></li> </ul>	<p>Research Compliance Office (Division of Research) Office of Technology Commercialization (Division of Research)</p>
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Expectations for Faculty Members	Core Policy/Guidelines/References	Campus Resource
<b>Compliance</b>		
<p>Faculty members are expected to participate in and comply with all review processes (e.g., annual, promotion and tenure, PTK promotion, permanent status, merit, post-tenure) as required per USM, UMD, College, and Unit policies.</p>	<ul style="list-style-type: none"> <li>• <a href="#">II-1.00(A) - Policy and Procedures on Appointment, Promotion, and Tenure of Faculty</a></li> <li>• <a href="https://faculty.umd.edu/policies/documents/UM_Guidelines_for_PTK_Appointments.pdf">https://faculty.umd.edu/policies/documents/UM_Guidelines_for_PTK_Appointments.pdf</a></li> <li>• <a href="#">II-1.20(A) - Policy on Periodic Evaluation of Faculty Performance</a></li> </ul>	<p>Office of Faculty Affairs</p>
<p>Faculty members are expected to maintain confidentiality of procedures, proceedings, personnel matters, student records, and other processes that depend on confidentiality.</p>	<ul style="list-style-type: none"> <li>• <a href="#">II-1.00(A) - Policy and Procedures on Appointment, Promotion, and Tenure of Faculty</a></li> <li>• <a href="#">II-4.00(A) - Policies and Procedures Governing Faculty Grievances</a></li> <li>• <a href="#">III-1.10(A) - Policy and Procedures Concerning Research Misconduct</a></li> </ul>	<p>Office of Faculty Affairs  University Senate  Faculty Ombudsperson  The Office of Civil Rights and Sexual Misconduct  Division of Research  Office of Diversity and Inclusion  Administration and Finance</p>

## ***Relevant Policies and Documents***

The above expectations and responsibilities for faculty members are derived from the below USM and UMD policies and documents, as well as state of Maryland regulations and laws.

## ***Engagement and Professionalism***

- [University of Maryland College Park Mission Statement](#)
- [University of Maryland Fearlessly Forward Strategic Plan](#)
- [II-1.25\(A\) University of Maryland Policy on Workload and Responsibilities for Tenured, Tenure-Track, Permanent Status, and Permanent Status Track Faculty](#)
- [II-2.31\(A\) University of Maryland Policy on Family and Medical Leave for Faculty](#)
- [II-3.10 - Policy on Consensual Relations Between Faculty and Students](#)
- [II-4.00\(A\) University of Maryland, College Park Policies and Procedures Governing Faculty Grievances](#)
- [VI-1.00\(B\) University of Maryland Non-Discrimination Policy and Procedures](#)
- [VI-1.05 BOR Policy of Non-Discrimination on the Basis of Sexual Orientation and Gender Identity or Expression](#)
- [VI-1.10 BOR Policy on Acts of Violence and Extremism](#)
- [VI-1.00\(C\) University of Maryland, College Park Policy on Inclusive Language](#)
- [VI-1.60\(A\) University of Maryland Sexual Misconduct Policy and Procedures](#)
- [VI-8.00\(A\) University of Maryland, College Park Policy on Employee Alcohol and Other Drug Abuse](#)
- [VI-8.00\(D\) University of Maryland, College Park Policy on Alcohol-Related Advertising, Promotions, or Events](#)
- [VII-11.00\(A\) University of Maryland Faculty and Staff Workplace Violence Reporting and Risk Assessment Procedures](#)
- [VIII-7.10\(A\) University of Maryland Procedures on Reporting Suspected or Known Fiscal Irregularities](#)
- [VIII-7.11 BOR University of Maryland Policy on the Communication of Suspected Fraud, Unethical and Illegal Business Activity](#)

## ***Integrity***

- [II-3.10\(A\) University of Maryland Policy on Conflict of Interest and Conflict of Commitment](#)
- [II-3.10\(B\) University of Maryland Procedures on Conflict of Interest and Conflict of Commitment](#)
- [III-1.00 BOR Policy on Faculty, Student and Institutional Rights and Responsibilities for Academic Integrity](#)
- [III-1.10\(A\) University of Maryland Procedures for Scholarly Misconduct](#)



- [III-1.00\(B\) University of Maryland, College Park Policy Concerning the Use of Self-Authored Course Materials](#)
- [III-1.00\(C\) University of Maryland, College Park Policy on the Sale of Instructional Materials in the Classroom](#)
- [IV-3.20\(A\) University of Maryland Policy on Intellectual Property](#)
- [VII-2.10 BOR Policy on Employment of Members of the Same Family](#)
- [VII-2.20 BOR Policy on Soliciting Personnel During Working Hours](#)
- [VIII-3.10\(A\) University of Maryland Procurement Policy](#)
- [VIII-3.10\(B\) University of Maryland Policy and Procedures for Delegated Purchasing Authority](#)
- [IX-5.00 Policy of the Board of Regents on Ethical Practices in Charitable Giving](#)
- [Responsible Conduct of Research](#)

### **Compliance**

- [IV-3.20\(A\) University of Maryland Policy on Intellectual Property](#)
- [VI-4.20 BOR Guidelines Regarding the Effect of Donor Funding and Other External Funding on the Prioritizing of State-Funded Capital Projects](#)
- [VI-5.00\(A\) University of Maryland, College Park Guidelines and Procedures Governing the Inspection of Public Records](#)
- [VI-22.00\(A\) University of Maryland Policy on Institutional Data Management](#)
- [VI-24.00\(A\) University of Maryland Policy on Compliance with the Health Insurance Portability and Accountability Act](#)
- [VI-25.00\(A\) University of Maryland Policy on Gramm-Leach-Bliley Act Information Security Program](#)
- [VI-26.00\(A\) University of Maryland Policy on the Collection, Use and Protection of ID Numbers](#)
- [VII-6.02 BOR Policy on Personnel Files for Non-exempt and Exempt Staff Employees](#)
- [VIII-1.20\(A\) University of Maryland, College Park Policy and Procedures for the Acquisition and Disposal of University Surplus Property](#)
- [VIII-1.30\(A\) University of Maryland, College Park Procedures for Withdrawal of Funds From Bank Accounts](#)
- [VIII-3.10\(A\) University of Maryland Procurement Policy](#)
- [VIII-3.10\(B\) University of Maryland Policy and Procedures for Delegated Purchasing Authority](#)
- [VIII-6.00\(D\) University of Maryland, College Park Policy and Procedures Concerning Food Purchases for Purposes Other Than Employee Travel and Resale \(Business Meals\)](#)
- [VIII-6.00\(E\) University of Maryland, College Park Policy and Procedures Concerning Petty Cash Funds](#)
- [VIII-9.00\(A\) University of Maryland, College Park Policy and Procedures Concerning Education and General Designated Accounts \("Revolving Funds"\)](#)

- VIII-10.40(A) University of Maryland, College Park Policy for Direct Charging of Costs to Federal Grants, Contracts and Cooperative Agreements
- VIII-11.00 BOR Policy on University System Travel
- VIII-11.10 BOR Schedule of Reimbursement Rates
- IX-3.00 BOR Policy on Private Fundraising and Stewardship
- X-1.00(A) University of Maryland Policy on the Acceptable Use of Information Technology Resources
- X-3.00(A) University of Maryland, College Park Policies and Procedures Concerning Telephone System Usage
- University of Maryland, College Park Records Retention and Disposal Schedule
- Travel Services, Department of Business Services