We All Need Somebody to Lean On

• Depend on your:
  • College Business Office (CBO)
  • Director of Administrative Services (DAS)
  • Director of Undergraduate Studies
  • Director of Graduate Studies
  • Development Officers
Hiring

• The campus has a strong commitment to fairness in hiring and diversity
• Don’t leave your Equity Administrator out of discussions
• Do insist on jobs being processed through eTerp
• Tenure/ Tenure-Track offer letters MUST be reviewed and approved by the Dean’s Office, PRIOR to being sent to the candidate
Hiring Cont’d

• Professional Track Faculty (PTK) need legal agreements (there is an electronic system for these agreements-use it)

• Use contract templates provided by the Provost and Legal Office:
  • https://www.faculty.umd.edu/appointment/agreement.html
More Personnel Issues

• Remember your own Department’s Plan of Organization

• There are salary ranges for most employee categories. Don’t over promise – You could be setting precedent

• Faculty Retention
  • Get buy-in from your other faculty
  • Funds spent may limit your “Hard Funding” available for future hires – can/should everyone be saved?
Start-Up Funds

- Provost and VPR will only pay up to 1/3 of all costs combined
- Don’t ask for items that are part of every employee’s workplace (i.e. furniture/computers)
- Figure out the funding you are asking for using templates created for splitting start-up costs:
  - http://wwwprovost.umd.edu/pers-bud/finpolanalysis/
Commitments: Your Vision!

• Set your priorities
• Understand the financial limits of what you can do.
  • Who can help: Provost or VPR?
• Document your promises
• Document commitments to you
• Remember “The Power of the Pen”
We Know It’s A Pain
But the Auditors Insist:

• Approve the time sheets
• Document summer pay
• Do the Performance Review Develop Plans (PRD)
• Approve HIRES in eTerp
• Approve research proposals in COEUS
• Outside Activity Reports
Travel/ Hosting

• Plan like it is your own money
• Don’t go on a trip without a Travel Authorization Request (TAR):
  • Insurance and funding are the issue
• Keep groups small when dining out
  • Real conversations (not a social event)
  • Remember State limits on meals:
    Breakfast....$9.00
    Lunch........$11.00
    Dinner........$25.00
Email

Dance like no one is watching

Email like you are going to be subpoenaed

Sing like no one can hear you
Your Signature Is Not An Autograph

• You do not have authority to obligate UM in any legal agreement
• Be careful in delegating others to sign-off on your behalf
  • Financial limits?
  • Intellectual property rights?
  • Conflict of Interest?