

# Need to Know Policies and Procedures

---

New Faculty Orientation

John Bertot

Associate Provost for Faculty Affairs



UNIVERSITY OF  
MARYLAND

THE OFFICE OF FACULTY AFFAIRS

# Governance Overview

---

- Multi-layered policy and procedures environment
  - Motivations for policy and procedure development/revision
    - Federal regulations/laws (e.g., NIH, NSF, Supreme Court rulings)
    - State regulations/laws (e.g., Paid Parental Leave, Consulting)
    - USM (e.g., Out-of-State Work)
    - UMD (e.g., Consensual Relations)
- Shared governance
  - University Senate
    - Comprised of faculty, staff, and students
  - Unit governance (plans of organization)
- All USM and UMD policies: [president.umd.edu/policies](http://president.umd.edu/policies)
  - Faculty policies: Section II

# Selected Policies and Procedures to Know

---

- Consulting
  - [Interim policy](#), currently undergoing Senate review
  - Federal disclosure requirements and USM policy requires faculty to report their consulting activities
  - Limited to about 1 day per week/
  - More information: <https://research.umd.edu/consulting-policy>
  - MOU: [faculty.umd.edu/consult](https://faculty.umd.edu/consult)
- Outside Professional Activities
  - Need to report outside activities per state ethics law and regulation
  - More information: <https://opa.umd.edu/>



# Selected Policies and Procedures to Know

---

- Consensual relations

- Applies to faculty as well as staff/graduate students who have educational or a supervisory role over students
- Romantic relationships with students over whom faculty, staff, graduate students have such a role are prohibited
- Faculty members involved in a Consensual Relationship that is not prohibited by the Policy or a Marriage must disclose the relationship to their Unit Head(s) if the potential for the Faculty member to exercise Educational or Supervisory Authority over a Student arises

# Selected Policies and Procedures to Know

---

- Excused absence [policy](#)
  - **Religious observances;** mandatory military obligation; physical or mental health conditions of the student or an immediate family member; participation in university activities at the request of university authorities; and compelling circumstances beyond the student's control (e.g., death in the family, required court appearance).
  - The student must notify the instructor in a timely manner. The notification should be provided either prior to the absence or as soon afterwards as possible.
  - In the case of religious observances, athletic events, and planned absences known at the beginning of the semester, the student must inform the instructor during the schedule adjustment period.
  - The student must provide appropriate documentation of the absence.
  - For health-related absences, including mental and physical health, students may, one time per course per semester, provide a self-signed excuse as documentation of an absence from a single class (e.g., lecture, recitation, or laboratory session) that does not coincide with a major assessment or assignment due date.
  - For all other absences students must provide verifiable documentation upon request (e.g., religious calendar, court summons, death announcement, etc.).



# Selected Policies and Procedures to Know

---

- Excused absence policy
  - The student must be provided reasonable accommodation. The accommodation provided should, within reason, neither advantage nor disadvantage either the student or the rest of the class.
- Except in cases where in-class participation forms a significant part of the work of the course, attendance should not be used in the computation of grades; assignment of a course grade on some basis other than performance in the course is prohibited by university policy.



# Selected Policies and Procedures to Know

---

- Accommodation [policy](#)
- UMD is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the University, or be subjected to discrimination.
- Student Accommodations
  - Accessibility and Disability Services (ADS)
    - <https://counseling.umd.edu/ads>
- Faculty Accommodations
  - Office of Faculty Affairs and University Human Resources
    - <https://faculty.umd.edu/main/resources/disability-accommodation>



# Upcoming policies and procedures

---

- Appointments, Promotions, and Tenure (APT)
- Out-of-State Work
- Religious Accommodation
  - Groff v. DeJoy
  - House Bill 923





# Faculty Expectations

---

- <https://faculty.umd.edu/faculty-expectations>
- Engagement
- Professionalism
- Integrity
- Compliance

