DEGREE REQUIREMENTS

• Non Tenure/Tenure Track Appointments
  • If the qualifying degree was awarded within the last 12 months, proof of degree must be submitted.
  • Copies of the diploma are not acceptable
  • Unofficial transcripts are acceptable
  • Must be translated by a neutral party
  • Upload to BOX created for your college by the Office of the Provost

• Assistant Professor Appointments
  • ORIGINAL Proof of degree is required for all new Assistant Professor appointments.
  • Transcripts received via mail, must be sent to the Office of the Provost, Payroll & Personnel.
  • Must be translated by a neutral party
  • The degree must come directly from the awarding institution to UMCP
  • Electronic Transcripts must have the transmittal information uploaded to BOX with the degree.
CATEGORY 37 OR CATEGORY 15?

- If the summation of an individual’s appointment equals 50% or more, all units must ensure that the category status is 15. The individual then becomes benefits eligible.
  - If a retiree was enrolled in the ORP at the time of their retirement, they are eligible to resume the 7.25% contribution once they reach 50%
  - If the retiree was enrolled in the SRA at retirement, they are not eligible for additional retirement contributions. However, they are eligible for sick leave, annual/personal leave (12 months)
  - EXST is currently the exception to this rule.
C2 CONTRACTS

- Are now routed via AdobeSign
- Please use the templates on the UHR website
- Ensure that the correct email address is used to obtain the VP signature (provostapproval@umd.edu) and the Assistant VP for UHR signature (uhr-contracts@umd.edu)
SPECIAL REQUESTS FOR FACULTY APPOINTMENTS

• Degree Waiver requests and Non TTK faculty inband adjustments/reclassification (title change) requests should be sent to Andrea Goltz and Ursula Gorham-Oscilowski with a copy to Rhonda L Smith

• Salary Exceptions for Non TTK faculty should be sent to Rhonda L Smith

• Retention and Equity Requests should be sent via the Academic Affairs Salary Change Request Form. The form can be found at provost.umd.edu/salary-change. Please remember to include all required documentation.
PERSONNEL ACTIONS REQUIRING VP/PROVOST APPROVAL

- Any personnel action that involves a direct report to the Dean must be routed through the Office of the Provost.
  - eTerp actions for these positions should not be sent directly to UHR
  - Please ensure that your PHR appointments are routed correctly
  - The Dean must get approval directly from the Provost before making an offer to a new candidate.
INCREMENTS AND OVERLOADS

- Teaching Overloads
  - Limited to one course per semester in the Spring & Fall.
    - 10% of base annual salary per 3 credit course
    - Exceptions may be granted with a written justification prior to the PHR submission
  - Summer & Winter Terms are 30% maximum
    - 10% per 3 credit course

- Non-Teaching Overloads
  - The total amount should not be greater than 20% of the salary earned during the time of the overload. (8 hours per week)
  - Exceptions may be granted with a written justification prior to the PHR submission

- Administrative Increments
  - Direct Reports to the Dean need Provost approval and should not exceed 20%. A strong justification will be required for any amount in excess of 20%. Chair/Assoc Dean/Asst Dean increments are excluded from the increment limits. These requests should be sent when requesting hiring and salary approvals.
MISCELLANEOUS

• The Provost would like to ensure that all supervisors have taken the appropriate PRD training. Please audit your supervisors.

• College/Departmental Training is available upon request. Send your requests to rlsmith@umd.edu

• The Hiring Official & the Equity Officer can not be the same individual

• Please ensure that all faculty salaries are at or above the minimum and that they are in the correct pay level. The level is listed on the salary guidelines.