

## UMBC Sponsored Research Appointments

II-1.22-3.00

(Adopted by Provost Arthur T. Johnson, November, 2001; pending final approval by the Office of the Attorney General. This policy replaces the Provost's *Exceptional Sponsored Research Fellows* program.)

### I. Background

The standard academic-year faculty appointment begins on August 23 and ends on May 22. As described in the *UMBC Policy on Faculty Appointment Letters or Contracts* (II-1.22-1.00), the standard 9-month appointment applies to all new academic-year appointments, and current faculty members with 9.5 or 10-month appointments may convert to the 9-month appointment period.<sup>1</sup>

The *UMBC Policy on Additional Compensation* (see the *Faculty Handbook* at <http://www.umbc.edu/provost/Preface.html>) defines the limits on additional compensation that can be earned by faculty members. As permitted by this policy, many faculty members receive summer salary from externally funded grants and contracts. The contracts and grants awarded to these faculty support their research, enhance the reputation of the university, and generate additional funding for UMBC through indirect cost recovery. However, some benefits available to faculty with fiscal-year appointments are not available to those with academic-year appointments, even when they have sufficient external funding to receive all allowable additional compensation. These benefits include annual leave, personal leave, and retirement benefits on the additional compensation.

### II. Purpose

The program described herein permits faculty members with sufficient external funding to qualify, on an annual basis, for fiscal-year, 12-month appointments that begin on July 1 and end on June 30 of the following year or 12-month appointments that begin on August 23 and end on August 22 of the following year.

### III. Eligibility

To apply for a fiscal-year Sponsored Research Appointment, a faculty member must meet the following eligibility criteria:

1. Full-time faculty appointment at UMBC.
2. Official notice, from one or more external funding sources, of grants, contracts, or similar awards active during the entire fiscal year for which the appointment is requested.

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<sup>1</sup>The appointment period for faculty on 9.5-month contracts ranges from August 17 to May 31 each year; for faculty with 10-month contracts, it ranges from August 17 to June 15, with June 1 to June 15 designated as annual leave.

3. Sufficient external funding to augment the faculty member's current academic-year base salary by an additional 20%.
4. Sufficient external funding to pay a proportionate share of all fringe benefits during the appointment period.

### III. Terms

Sponsored Research Appointments will be full-time fiscal-year appointments beginning July 1 and ending June 30 of the succeeding calendar year or beginning on August 23 and ending August 22 of the succeeding calendar year. Appointees will be subject to all policies and procedures affecting 12-month faculty including biweekly submission of time sheets and limitations on carryover of unused annual leave. There will be no payout for unused annual leave.

Applicants for Sponsored Research Appointments must inform the funding agency of any re-budgeting that may result before they are appointed. If the funding agency is required to approve the re-budgeting before it can go into effect, the candidate, through UMBC's Office of Sponsored Programs Administration, will make the request for approval to the appropriate agency personnel.

### IV. Leave and Benefits

Sponsored Research Appointees will have the same benefits, including leave and retirement benefits, as other 12-month faculty. These include 3 days personal leave, 22 (or 25<sup>2</sup>) days of annual leave, and 15 days of accrued sick leave per year. Requests to use leave or to carry over unused annual leave from one calendar year to another must be made in writing in accordance with the *UMBC Implementation Procedures for the Policy Enabling Twelve-Month Faculty to Accumulate Annual Leave*. Permission to carryover leave is granted on a case by case basis and only in extraordinary circumstances.

Any increases in the state-supported salary, including merit, COLA, and equity increases, shall be determined solely on the basis of the state portion of the faculty member's salary (i.e., the academic-year base salary).

### V. Application

In the spring of each year, the Provost will issue a call for applications and for certification of continuing eligibility for Sponsored Research Appointments. These documents will be submitted to the Vice Provost for Faculty Affairs, who will review them and make recommendations to the Provost. Inability or failure to document continuing eligibility by the specified date will result in termination of the Sponsored Research Appointment and reversion to

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<sup>2</sup>Upon completion of 25 years of service, faculty members with 12-month appointments accrue 25 days of annual leave per year.

a 9-month appointment.<sup>3</sup> However, the faculty member will only be entitled to the State portion of his or her salary when the reversion takes effect. Upon termination, all issues related to the faculty member's employment, including fringe benefits, will be governed in accordance with UMBC's policies and procedures pertaining to the faculty member's then-current rank.

*Last updated: February 14, 2012*

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<sup>3</sup>Faculty members who held 9.5-month or 10-month appointments at the time of their initial Sponsored Research Appointment will revert to their former appointment period unless they have elected to change to a 9-month appointment period in the interim.