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## 12 FACULTY DEVELOPMENT

### 12.1 SABBATICAL LEAVE

See [Section 11.2](#).

### 12.2 INTERNAL (UMBC) FUNDING OF RESEARCH

The Office of the Vice President for Research uses a portion of the indirect costs recovered from faculty grants to invest in faculty research, scholarship, and creative activities. This funding, which totaled over \$832,000 last year, is made available to investigators through a number of competitive funding programs and through direct investment by the Vice President for Research. In fiscal year 2011, over \$450,000 was provided in support of the four programs described below.

#### 12.2.1 Special Research Assistantship/Initiative Support (SRAIS)

The [Special Research Assistantship/Initiative Support](#) provides funding for faculty to advance their scholarly and research endeavors, to compete more effectively for external support, and to pursue new areas of inquiry. It is a competitive program for new research initiatives and is open to all faculty who hold academic appointments at UMBC and who are eligible to submit applications for external support.

Proposals are evaluated based on: (1) quality of the proposed project and significance in its field; (2) likelihood of attracting follow-on funding—where appropriate; (3) justification of the need for funding and consistency with the purpose of SRAIS; (4) ability of the applicant to carry out the work; and (5) feasibility of completion of the project within the funding period and the proposed budget. Priority is given to junior faculty members who have not received SRAIS funding in the past three years. Proposals from senior faculty are considered provided they include interdisciplinary and collaborative work or work in a new area of study for which it has been difficult to receive external support.

Proposals selected for an award receive the full amount proposed up to a maximum of \$20,000. Funds may be used for nonrecurring research enhancements including: seed funding, research supplies, purchase or rental of equipment for new research (including software), travel (including travel to meetings or symposia), matching funds, special short-term support for renovations, research assistants (including tuition and health insurance benefits), and, with approval from the department chair, expenses associated with buying-out teaching time.

#### 12.2.2 Summer Faculty Fellowships (SFF)

[Summer Faculty Fellowships](#) support non-tenured, tenure-track faculty members pursuing research and scholarly projects during the summer, including projects in the creative and performing arts. Fellowships may not be used to complete research leading to the Ph.D. or another terminal degree and are intended primarily as salary support. Non-tenured, tenure-track faculty who have held academic appointments at the University of Maryland, Baltimore County for less than five (5) years are eligible for an SFF. Announcements are distributed in the fall and applications are generally due by December; awardees are notified during January. The maximum SFF award in summer 2011 was \$6,000.

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Proposals are evaluated based on: (1) quality of the project and significance in its field; (2) likelihood of attracting follow-on funding—where appropriate; (3) ability of the applicant to carry out the work; and (4) feasibility of completion of the project within the funding period.

As established by the Faculty Senate, total SFF funding is allocated as follows: 50% to the College of Art, Humanities and Social Sciences; 20% to the College of Engineering and Information Technology; 20% to the College of Natural and Mathematical Sciences, and 10% discretionary, used for the Erickson School and the School of Social Work.

### 12.2.3 Undergraduate Research Assistantship Support (URAS)

The [Undergraduate Research Assistantship Support](#) (URAS) program provides funding for faculty members to support an undergraduate research assistant for up to two consecutive semesters at \$750 per semester. The goal of the program is to both support faculty with their research, scholarly or creative activities, and to provide undergraduates with a rewarding research experience early in their academic careers. The URAS program is a logical first step for undergraduate students who want to enrich their academic experience by working on a research, scholarly, or creative project identified by a faculty member.

### 12.2.4 Research Seed Funding Initiative (RSFI)

The [Research Seed Funding Initiative](#) (RSFI) is a one-time grant that supports cross-disciplinary teams of UMBC faculty who want to establish new research or scholarly foci and need funding to generate preliminary data or other information that can be used in a larger proposal for significant external funding. All full-time, tenured or tenure-track faculty are eligible for the RSFI program. The maximum RSFI award is \$60,000.

## 12.3 TRAVEL FOR FACULTY

Questions regarding University-related travels should be addressed to the Comptroller's Office.

### 12.3.1 Forms

The following forms should be used for University travel:

#### 12.3.1.1 Travel Request

This form should be completed, approved by the appropriate office (Office of the Dean of Arts and Sciences, the Office of the Dean of Engineering, or the Office of the Provost) and sent to the Comptroller's Office at least 2 weeks prior to making the trip.

#### 12.3.1.2 Expense Statement

This form is the means by which the reimbursement is received for travel expenses incurred. Travel expenses which have been billed directly to the University should not be included. Reimbursement will be per diem unless receipts are included for those areas designated as high dollar areas.

### 12.3.1.3 Travel Advance

This form should be completed and accompanied by a working fund check request when an advance is needed prior to making the trip. Advances are made for 90% of the trip out-of-pocket expenses expected to be incurred per the Travel Request. They cannot exceed the gross amount of the traveler's bi-weekly payroll check.

### 12.3.2 Travel Arrangements

The University utilizes the services of Omega World Travel (410-740-7330), and Travel On (800-333-2115) to make reservations for University travel. Upon receiving an approved Travel Request in the Comptroller's Office, the agency will contact the Comptroller's Office for ticket approval and the ticket will be charged to the University's corporate charge account. In order to utilize another travel agent, reservations are paid by the traveler and submitted on an expense statement for reimbursement following the trip. Please include a memo to justify using another agency other than the agencies under contract with the University.

### 12.3.3 Insurance

#### 12.3.3.1 Air Travel

All faculty and staff traveling on University business are covered under the "Employee Blanket Air Travel" Insurance Policy, which provides for a maximum death benefit of \$200,000. University air travel booked through Omega World Travel is extended an additional \$100,000 through Omega World Travel and \$150,000 through Diners Club.

#### 12.3.3.2 Private Vehicle Travel

Automobile insurance coverage for faculty and staff traveling on University business in privately owned vehicles is the responsibility of the vehicle owner. State automobile insurance covers only liability claims in excess of amounts provided by the owner's liability coverage.

## 12.4 PRESIDENTIAL AWARDS FOR TEACHING/RESEARCH

(Section headings and paragraph style adapted to the format of this *Handbook*.)

The title of Presidential Professor is to be conferred annually on two members of the faculty, one who has distinguished himself or herself as a researcher and the other who has distinguished himself or herself as a teacher. The categories are not meant to be mutually exclusive; both activities are to be recognized and rewarded. The title would ordinarily carry with it a small stipend to support the faculty member's research activities or teaching, and the faculty member holding the title would do so for three years.

Nomination of candidates for the awards should be made by the individual departments by whatever method each department chooses but with the following provisos:

1. The nominee for the award given in recognition of scholarly or artistic accomplishment should be supported by documentation;
2. Departments should be encouraged to consult with their councils of majors in the

selection of awards for teaching;

3. A department may nominate only one faculty member in each category, i.e., teaching and research;
4. A department may choose not to submit any nominations.

Although the final selection of awardees should be made by the President, that selection should be made from the slate of candidates selected by the departments.

Consideration should be given to allowing Presidential Professors to teach at least one course per year on any topic of his or her own choosing. It should be further stipulated that this course need not require any further approval from the departments or the Faculty Senate.

## 12.5 UMBC FACULTY RESEARCH FELLOWSHIPS

### 12.5.1 Purpose

The purpose of the UMBC Research Fellows Program is to encourage outstanding scholarship and research at UMBC by awarding merit-based \$20,000 grants to faculty members, in lieu of salary, for one semester. Fellows will be relieved of teaching duties during that semester in order to pursue a proposed research program. All tenure-track faculty, regardless of rank, are eligible to apply.

### 12.5.2 Criteria

*Likelihood that the award will have a significant impact on the faculty member's program of scholarship or research.* Consistent with this criterion, preference will be given to (1) faculty who need support to complete an important project. Within this group, priority will be given to junior faculty whose likelihood of achieving tenure would be significantly enhanced by the fellowship; (2) faculty who are shifting directions in their scholarship or research and for whom the fellowship could provide seed money; and (3) faculty with a history of extramural funding for whom the fellowship could provide support to seek additional outside funding.

*Likelihood that the work proposed for the fellowship period can be completed.* Preference will be given to proposals that outline a realistic and feasible set of objectives to be accomplished during the fellowship period. This does not imply that the proposed project cannot be a portion of a larger project (e.g., completion of one or two chapters of a book).

### 12.5.3 Application Process

In order to apply, interested faculty should forward the following items to the Vice Provost for Faculty Affairs by the designated due date:

1. A Cover Sheet
2. A proposal of no more than five double-spaced pages, written so as to be understandable by reviewers with little background in the area of proposed study. The proposal should provide a description of activities to be performed, a clear and concise statement of goals and expected outcomes, and an explanation of the impact of fellowship support on the faculty member's program of scholarship or research.

3. A letter of support from the Department Chair. If more than one proposal is submitted from a department, the Chair should rank the proposals and provide a rationale for the ranking to assist the faculty selection committee in its review.

#### 12.5.4 Selection

The Provost will appoint a faculty committee to review the applications and to make their recommendations to the Provost.

#### 12.5.5 Fellowship Report

Fellows will submit a report of their accomplishments during the fellowship period to the Provost by the first day of the semester following their leave.

### 12.6 FACULTY DEVELOPMENT CENTER

Established in 1999, the mission of the [Faculty Development Center](#) is to support “faculty and instructors in their teaching role at the University by providing a comprehensive program of services and resources.” The Center Director works directly with individual faculty members and their students providing individual consultation, classroom observation and assessment, and instructor- initiated student evaluations and feedback. The Center maintains a circulating library of books, journals, and reference works on teaching and learning.

Several programs are offered by the Faculty Development Center throughout the academic year. A lunchtime seminar series for new faculty, sponsored by the Provost, provides an opportunity for faculty members to meet colleagues from across the campus and to benefit from panel presentations and briefings on topics of common interest. Seminars and workshops on topics of interest to all faculty members are offered throughout the year and can be organized around topics specifically requested by groups of faculty members. The Center works closely with the Division of Information Technology to assist faculty members in taking advantage of the wide array of options for incorporating technology into their teaching so as to enhance student learning. Training is provided for [Blackboard](#), the online course management system, and extensive support is offered for development of [hybrid courses](#), which are taught partly online and partly in the traditional face-to-face format.

The Faculty Development Center Web site provides links to copious resources on topics as diverse as [Academic Integrity](#), [Civility in the Classroom](#), [Getting Students to Read](#), and the importance of creating a [Teaching Portfolio](#). In addition, there are links to external sites such as the [Center For Teaching and Learning at Stanford University](#) and the [Multimedia Educational Resource for Learning and Online Teaching](#) (MERLOT), a repository of “learning materials,...learning exercises comments, personal collections and Content Builder web pages, all designed to enhance the teaching experience of an learning material.”

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