

PAYROLL & PERSONNEL

OFFICE OF THE SENIOR VICE PRESIDENT & PROVOST

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.