



**Make Tomorrow Yours**

OFFICE OF THE PROVOST  
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1-888-543-0148  
TTY 410-543-6083  
[www.salisbury.edu](http://www.salisbury.edu)

Click or tap here to enter text.

Click or tap here to enter text.  
Click or tap here to enter text.  
Click or tap here to enter text.

Dear Click or tap here to enter text.:

I am pleased to offer you an appointment to a ten-month, full-time, tenure-track faculty position as Click or tap here to enter text. in the Click or tap here to enter text. in the Click or tap here to enter text. at Salisbury University, which is made pursuant to the terms and conditions of the enclosed Tenure-Track Faculty Agreement. Your work location is Click or tap here to enter text. in Click or tap here to enter text., Maryland.

This appointment begins on Click or tap here to enter text. at an annualized salary of \$Click or tap here to enter text. for ten months service, includes all applicable benefits, and is conditioned upon receipt by the University of evidence of completion of your highest degree. In addition, this appointment is subject to all laws and regulations, requirements, policies and procedures of the State of Maryland, the University System of Maryland and Salisbury University.

The tenure and promotion review to which you may be entitled, if your appointment is renewed accordingly, will occur in Academic Year Click or tap here to enter text..

As part of your acceptance of this appointment, you are required to attend a New Faculty Orientation Day. This event is generally held the Tuesday before classes begin in August. Consult the new faculty webpage at <https://www.salisbury.edu/administration/academic-affairs/new-faculty/index.aspx> for additional information.

Please sign and date the enclosed Tenure-Track Faculty Agreement and return it to the Office of the Provost by Click or tap here to enter text.. Please complete the enclosed Employee Personal Data Form and mail it back with your agreement. Information regarding the onboarding process at Salisbury University is also enclosed.

Welcome to the Salisbury University community! We look forward to working with you.

Sincerely,

Karen L. Olmstead, Ph.D.  
Provost and Senior Vice President  
of Academic Affairs

Enclosures

**UNIVERSITY SYSTEM OF MARYLAND FULL-TIME, TENURETRACK FACULTY**  
**APPOINTMENT**

BY THIS AGREEMENT, Salisbury University, a constituent institution of the University System of Maryland, which is an agency of the State of Maryland (the “University”), and NAME (“the Appointee”) agree as follows:

1. The Appointee is appointed as RANK on a 100% basis, within the DEPARTMENT in the SCHOOL/COLLEGE, subject to the provisions herein. This is a tenure-track position. The Appointee’s **work location** is Salisbury University’s campus (main, satellite name, etc.), in CITY, Maryland.
2. The beginning salary shall be at the annualized rate of \$SALARY effective for ten (10) months of service. The University shall notify the Appointee of any subsequent change in salary. This initial appointment is effective from START DATE through **June 15**, END DATE YEAR. Appointee will be eligible for all merit and/or COLA adjustments implemented per the annual USM salary guidelines.

The SCHOOL/COLLEGE/DEPARTMENT will provide Appointee with ADDITIONAL NEGOTIATIONS.

3. Additionally, the DEPARTMENT will provide up to \$AMOUNT (with supporting receipts) toward reimbursable expenses incurred moving to the Salisbury area. **Your reimbursed moving expenses will likely have tax consequences. Please consult your tax professional.**
4. The Appointee will be paid in equal biweekly payments over twenty-six (26) pay periods.
5. Performance evaluations will occur annually as outlined in Chapter 2 of the Faculty Handbook.
6. If Appointee separates from service prior to the end of the academic year, the Appointee will be paid all earned but unpaid salary in a single lump sum within thirty (30) days of the end of the pay period in which the separation from service occurred. “Separation of Service” has the same meaning as provided in Section 409A of the Internal Revenue Code and includes any voluntary or involuntary termination from service, including (but not limited to) retirement or death.
7. This appointment and any renewal of this appointment are governed by the applicable provisions in paragraphs I.C.1 through I.C.16 of University System of Maryland Board of Regents Policy II-1.00 on Appointment, Rank, and Tenure of Faculty, and the Salisbury University Policy on Appointment, Rank and Tenure of Faculty, which are incorporated by reference into this Agreement. The Appointee acknowledges that an opportunity has been provided to review these policies, which are located on the University System of Maryland website at <http://www.usmd.edu/regents/bylaws>, and on the University website at <https://www.salisbury.edu/administration/academic-affairs/faculty-handbook/docs/Chapter2-FacultyEmploymentRev10-8-15.pdf>. Hard copies are available to the Appointee upon request. In the event of an inconsistency in the above policies, the University System of Maryland Board of Regents Policy shall take precedence.
8. The tenure and promotion review to which the Appointee may be entitled, if the appointment is renewed accordingly, will occur in Academic Year T&P ACADEMIC YEAR(S) unless that date is changed by mutual agreement of the parties.

9. The Appointee shall be subject to all applicable policies and procedures duly adopted or amended from time to time by the University or the University System of Maryland. Except as provided in paragraph 7 above, such policies and procedures are not incorporated into this Agreement and are subject to change. The University agrees that if it changes a policy or procedure, it will not deprive the Appointee of any monetary payment the right to which has been accrued under the previous policy or procedure. Such changes will be made in accordance with all applicable established procedures of the University System of Maryland and the University.
10. Appointee agrees to have sent to the University a certified copy of the highest degree transcript earned reflecting the award of degree(s) listed as received on the Appointee's curriculum vitae. Appointee further agrees to provide to the University, evidence of employability as required by United States Immigration Laws. Appointee agrees that the employment of Appointee is immediately terminable by the University if at any time Appointee fails to provide such evidence or if Appointee ceases to be employable under United States Immigration laws.
11. By Appointee's signature below, Appointee consents under the federal Family Educational Rights and Privacy Act ("FERPA") to the release of his/her educational records to the University.
12. The terms and conditions stated above constitute the entire agreement between the parties. This Agreement may not be modified except by means of a written amendment to this Agreement signed by the University and the Appointee.
13. This Agreement is made in the State of Maryland and shall be construed according to the laws of the State of Maryland without regard to its choice of law provisions.
14. This offer of appointment may expire if a signed original is not returned to the University by 2 WEEKS AFTER COVER LETTER DATE.

**APPOINTEE**

\_\_\_\_\_  
APPOINTEE

\_\_\_\_\_  
Date

**SALISBURY UNIVERSITY**

\_\_\_\_\_  
Karen L. Olmstead, PhD  
Provost and Senior Vice President  
of Academic Affairs

\_\_\_\_\_  
Date