

USM Bylaws, Policies and Procedures of the Board of Regents

USM HR Policy Review Sheet

Policy Number: VII – 5.10

New Policy Title: Policy on Associates of the Chancellor and Presidents

Old Policy Title: Policy on Associates of the Chancellor/President

1. Policy Application: Nonexempt Staff Exempt Staff Faculty Contingent Staff
 All Other: _____

2. Proposed Revisions

Terminology outdated

Re-Formatting

Title Change

Obsolete provisions deleted

Merge with other policy: _____

Clarifications: _____

Transfer to another policy or chapter: _____

Updates to reflect changes in law

Incorporate USM-wide existing practice into policy

Incorporated Pre-USM Policy:

Fills gap in policy:

Added definitions

Other revisions: _____

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VII - 5.10 - POLICY ON ASSOCIATES OF THE CHANCELLOR/AND PRESIDENTS

(Approved by the Board of Regents, August 28, 1992; amended April 13, 2007; Amended,
2015)

I. PURPOSE AND APPLICABILITY.

The Board of Regents authorizes the creation of the positions of Associate of the Chancellor and Associate of the President (the Associate) in order to reflect and to recognize the contributions and services to the University System of Maryland (USM) of the spouse of the Chancellor and the spouses of the Presidents. This appointment acknowledges the Associate's responsibility in acting as an official agent of the USM and/or the Chancellor/President at meetings, workshops, conferences, institutional and community activities, alumni and fund raising events, faculty/staff activities, when hosting institutional and/or USM events in an official capacity, and in the management of university or foundation-owned residences.

II. TERMS OF APPOINTMENT.

- A. Appointment as Associate of the Chancellor/President is without salary or benefits and conveys no rights associated with employment by the USM or the State of Maryland except as specifically provided in this policy.
- B. The following will be provided to the Associate by the institution or, in the case of the Associate of the Chancellor, by the USM Office:
 - 1. An identification card which will provide access to USM libraries and other facilities in accordance with institutional procedures;
 - 2. A courtesy parking permit for use at ~~USM~~ institution or USM Office facilities; and
 - 3. Business cards with the Associate title ~~will be provided by the USM.~~
- C. USM-related travel expenses incurred while traveling as an Associate will be reimbursed according to the USM travel policy. Such expenditures must be approved by:

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1. The Chancellor, or an appropriate senior level institutional finance officer designated by the Chancellor, for Associates of the President; or
 2. The Chair of the Organization and Compensation Committee of the Board of Regents, or an appropriate senior level USM finance officer, for the Associate of the Chancellor.
- D. When performing services as an Associate of the Chancellor/President, the An Associate ~~of the Chancellor/President~~ is formally recognized by the USM as a volunteer ~~when performing services as an Associate~~ and as such is qualified as "State personnel" for purposes of coverage under the Maryland Tort Claims Act.