



SUMMARY OF ITEM FOR ACTION,
INFORMATION OR DISCUSSION

TOPIC: Annual Report on Review of BOR Bylaws and Policies

COMMITTEE: Committee of the Whole

DATE OF COMMITTEE MEETING: June 10, 2016

SUMMARY: In January 2016, the Organization and Compensation Committee approved a comprehensive approach for the review of BOR bylaws and policies that provides for a review of bylaws and policies on a 4-year cycle. The attached annual report lists the bylaws and policies reviewed in FY 2016.

ALTERNATIVES(S): The BOR could decide not to follow the established procedures.

FISCAL IMPACT: Minimal

CHANCELLOR'S RECOMMENDATION: Information item

COMMITTEE RECOMMENDATION:

DATE:

BOARD ACTION:

DATE:

SUBMITTED BY: Janice Doyle, jdoyle@usmd.edu, (301) 445-1906

Review of BOR Bylaws and Policies
FY 2016 Annual Report
June 2016

I. Finance Committee

Financial Affairs:

1. VIII-15.00 Policy on High-Impact Economic Development Activities – NEW
2. VIII-16.00 Policy on Payment of Moving Expenses – UPDATED/REVISED

Operating Budget:

3. VIII-2.01 Policy on Tuition – UPDATED/REVISED

Capital Planning:

4. VIII-10.20 Policy on the Capital Budget of the USM – UPDATED/REVISED

Procurement:

5. VIII-3.00 USM Procurement Policies and Procedures – UPDATED/REVISED
 - The USM E&E 2.0 Procurement Workgroup embarked on a comprehensive review, examining the 11 sections and Appendix A that comprises the USM Terms and Conditions—108 pages in total. In all, 8 sections were updated and 3 were not changed. Appendix A was updated as well. Following BOR approval, the package was transmitted to the Administrative, Executive and Legislative Review Committee (AELR) of the General Assembly for comment as required. We await a formal letter from the AELR staff confirming that the committee had no comments.

Human Resources:

6. VII-1.15 Policy on Criminal Background Checks for Faculty and Staff Employees – NEW
7. Comprehensive technical review of HR policies (see attached chart)
 - HR professionals across the System undertook a comprehensive technical review of the USM’s HR policies. The amendments were all technical in nature. The purpose of the review was to update the policies to comply with current law and practice and to significantly enhance their “user-friendliness.” Where substantive questions arose during this effort, those issues were noted for consideration on a policy-by-policy basis in the future. Resulting policy action—
 - DELETED = 1
 - DELETED VIA MERGING INTO OTHER POLICIES = 5
 - NEW = 1
 - REVISED = 51
 - NO CHANGE = 4

II. Education Policy and Student Life

1. III-7.30 - Policy on the Award of Posthumous Degrees – UPDATED/REVISED
2. V-1.20 -Policy on Student Social Media Privacy – UPDATED/REVISED
3. VI-1.60 -Policy on Sexual Misconduct – UPDATED/REVISED

4. II-1.25 Policy on Faculty Workload and Responsibilities - UNDER REVIEW
 - EPSL has identified the need to revise the policy and has authorized the creation of a system-wide workgroup to study that issue and make recommendations to the Committee. That work is in progress.
5. II-1.00 Policy on Appointment, Rank, and Tenure of Faculty - UNDER REVIEW
 - EPSL has been informed about continuing work on the policy.

III. Advancement Committee

1. IX-4.00 – Policy on Alumni Associations – REVISION PENDING.
 - The Advancement Committee approved a revision to the policy at their May 25, 2016 meeting and the recommended changes are on the June 10, 2016 BOR meeting for final approval.

IV. The Economic Development Committee

1. IV-3.0 Policy on Patents; IV-3.10 Policy on Copyrights; IV-3.20 Policy on Intellectual Property – UNDER REVIEW
 - UMCP is currently in the midst of reviewing and updating its Intellectual Property policy. Since it is very likely that changes to the UMCP policy will have implications for the associated BOR policies (IV-3.00; IV-3.10; and IV-3.20), the committee will review these policies after UMCP completes its work.
2. VIII-14.0 Policy on Investment, and Loans to Maryland-based Businesses that License University Intellectual Property – NEW (approved 2014)
3. VIII-15.00 Policy on High-Impact Economic Development Activities – NEW (see I. 1. above)

V. Organization & Compensation Committee

1. VII-10.0 – Policy on Review of Certain Contracts and Employment Agreements –REVISION PENDING (Approved by the O & C Committee at May 31, 2016 meeting; under consideration by BOR at June 10, 2016 meeting for final approval)
2. VII – 5.10 Policy on Associates of the Chancellor and Presidents - REVISED
3. BOR Bylaws and Policy II-1.00 – Approval of Tenure for Presidents and Chancellor - REVISED

Policy Number	HR Policy Title	Action
VII-i	Clarification Notice	DELETED
VII-N.001	USM Policy on Wellness Programs - VII - 3.00	NEW
VII-N.002	Policy on Employee Development for Nonexempt and Exempt Staff Employees - VII - 3.10	UPDATED/REVISED
VII-N.003	Policy on Professional Conduct of Nonexempt and Exempt Staff Employees - VII - 8.05	UPDATED/REVISED
VII-N.004	Policy on Separation of a Nonexempt Staff Employees - VII - 1.23	UPDATED/REVISED
VII-P.00	Policy on Establishment and Assignment of Job Groups - VII - 9.31	UPDATED/REVISED
VII-1.01	Policy on Recruitment and Selection	UPDATED/REVISED
VII-1.10	University of Maryland System Policy on a Drug and Alcohol-Free Work Place for Employees	UPDATED/REVISED
VII-1.21	Policy on Probation for Regular Nonexempt and Exempt Staff Employees	UPDATED/REVISED
VII-1.22	Policy on Separation for Regular Exempt Staff Employees	UPDATED/REVISED
VII-1.24	Policy on Termination with Prejudice	NO CHANGE
VII-1.30	Policy on Layoff for Nonexempt Staff Employees Unclassified and Classified Personnel	UPDATED/REVISED
VII-1.31	Policy on Reemployment	MERGED INTO 9.61
VII-1.32	Policy on Layoff and Recall of Regular Exempt Staff Employees	UPDATED/REVISED
VII-1.40	Policy on Contingent Status Employment for Nonexempt and Exempt Staff Employees	UPDATED/REVISED
VII-2.10	Policy on Employment of Members of the Same Family (Nepotism)	UPDATED/REVISED
VII-2.20	Policy on Soliciting Personnel During Working Hours	UPDATED/REVISED
VII-2.30	Policy on Employee and Applicant Disclosure of Misconduct for Exempt and Nonexempt Staff Employees and Applicants for USM Staff Jobs Positions	UPDATED/REVISED
VII-4.10	Policy on Tuition Remission and Tuition Reimbursement for Regular and Retired Exempt and Nonexempt Faculty and Staff and Faculty Employees of the University System of Maryland	UPDATED/REVISED
VII-4.20	Policy on Tuition Remission for Spouses and Dependent Children of USM Employees and Retirees	NO CHANGE
VII-4.30	Policy on Salary Advances for USM Employees	UPDATED/REVISED
VII-4.60	Policy on Shift Differential for Nonexempt Staff Classified Employees	UPDATED/REVISED
VII-4.62	Policy on On-Call and Call-Back for Nonexempt Staff Classified Employees	UPDATED/REVISED
VII-5.00	Policy on Performance Evaluation of the Chancellor and the Institution Presidents/ Center Directors of the University System of Maryland System	UPDATED/REVISED
VII-5.01	Policy on the Five-Year Review of USM Presidents	UPDATED/REVISED
VII-5.10	Policy on Associate of the Chancellor and Presidents	UPDATED/REVISED
VII-5.20	Policy on the Performance Management Evaluation Program	UPDATED/REVISED
VII-6.00	Interim Policy on the USM Human Resources Management Program VII - 1.00	UPDATED/REVISED
VII-6.02	Policy on Personnel Files for Nonexempt and Exempt Staff Employees	UPDATED/REVISED
VII-6.10	Policy on Work Schedules for Regular Nonexempt and Exempt Staff Employees	UPDATED/REVISED
VII-7.00	Policy on Annual Leave for Regular Nonexempt and Exempt Staff Employees Administrative and Classified Personnel	NO CHANGE
VII-7.10	Policy on Personal Leave for Regular Exempt and Nonexempt Staff Employees	UPDATED/REVISED
VII-7.11	Policy on Leave Reserve Fund for Exempt and Nonexempt Staff Employees on Regular Status Administration and Classified Employees	UPDATED/REVISED
VII-7.12	Policy on Leave of Absence Without Pay for Exempt and Nonexempt Staff Employees	UPDATED/REVISED
VII-7.20	Policy on Administrative Leave for Nonexempt and Exempt Staff Employees Administrative and Classified Personnel	UPDATED/REVISED
VII-7.21	Policy on Jury Service for Regular Exempt and Nonexempt Staff Employees Administrative and Classified Personnel	UPDATED/REVISED
VII-7.22	Policy on Leave for Legal Actions for Exempt and Nonexempt Staff Employees Administrative and Classified Personnel	UPDATED/REVISED
VII-7.23	Policy on Military Leave with Pay for Exempt and Nonexempt Staff Employees Administrative and Classified Personnel	UPDATED/REVISED
VII-7.24	Policy on Call-Up to Active Military Duty During a National or International Crisis or Conflict for USM Exempt and Nonexempt Staff Employees on Regular Status	UPDATED/REVISED
VII-7.25	Policy on Leave For Service As Election Judge For Regular Status Exempt And Nonexempt Staff Employees On Regular Status	UPDATED/REVISED
VII-7.26	Policy on Leave for Disaster Service for Regular Status Exempt and Nonexempt Staff Employees	UPDATED/REVISED
VII-7.30	Policy on Holiday Leave for Regular Exempt and Nonexempt Staff Employees	UPDATED/REVISED
VII-7.40	Policy on Accident Leave for Exempt and Nonexempt Personnel	UPDATED/REVISED
VII-7.41	Policy on Modified Duty	UPDATED/REVISED
VII-7.45	Policy on Sick Leave for Exempt and Nonexempt Staff Employees	NO CHANGE
VII-7.50	Policy on Family and Medical Leave for Exempt and Nonexempt Staff Employees	UPDATED/REVISED
VII-8.00	Policy On Grievances For Exempt And Nonexempt Staff Employees	UPDATED/REVISED
VII-8.10	Policy on Special Action Appeals for Classified Employees	MERGED INTO 8.00
VII-9.00	Policy on Vesting of Certain Rights Upon Implementation of Phase I Non-Exempt of the USM Pay Program	UPDATED/REVISED

VII-9.01	Policy on Vesting of Certain Rights Upon Implementation of Phase II Exempt Employees of the USM Pay Program	UPDATED/REVISED
VII-9.10	Policy on the Pay Program for Nonexempt Staff Employees Adjustment of Salary Structures, Assignment of Job Classes to Salary Ranges, Administration of Salaries, Impact of Adjustment of Salaries, and the Development and Maintenance of Job-Evaluation Programs	UPDATED/REVISED
VII-9.11	Policy on Pay Administration for Exempt Positions	UPDATED/REVISED
VII-9.20	Policy on Salary Increases and Bonuses Pay Administration for Nonexempt Staff Employees	UPDATED/REVISED
VII-9.30	Policy on Salary Upon Entry into UMS Service	MERGED INTO 9.20
VII-9.40	Policy on Salary Upon Transfer or Reclass	MERGED INTO 9.20
VII-9.50	Policy on Temporary Assignments and Acting Appointments For Regular Status Exempt and Nonexempt Staff Employees	UPDATED/REVISED
VII-9.51	Policy on Reassignment for Regular Exempt Staff Employees	UPDATED/REVISED
VII-9.60	Policy on Salary Upon Reinstatement	MERGED INTO 9.20
VII-9.61	Policy on Reemployment and Reinstatement for Regular Status Exempt and Nonexempt Staff Employees	UPDATED/REVISED
VII-9.70	Policy on Requesting a Position Job Classification Review for Nonexempt Staff Positions	UPDATED/REVISED
VII-9.80	Policy on Impact of Changes in the Minimum Qualifications of Nonexempt Job Class Specifications	UPDATED/REVISED
VII-10.00	Policy on Board of Regents Review of Certain Contracts and Employment Agreements for Highly-Compensated Personnel	UPDATED/REVISED