



OFFICE OF THE SENIOR VICE PRESIDENT FOR  
ACADEMIC AFFAIRS AND PROVOST

May 27, 2003

**MEMORANDUM**

**TO:** Dean, Directors, and Department Chairs

**FROM:** William W. Destler  
Senior Vice President for Academic Affairs and Provost

**SUBJECT:** Contracts for Faculty Research Assistants and Faculty Extension Assistants

At the suggestion of the President’s Legal Office, a special contract has been created for Faculty Research Assistants and Faculty Extension Assistants. It is modeled on the contract used for non-tenure-track research faculty, but it has three important changes:

- Paragraph 3 permits early termination of the contract after a thirty-day notice period at any time the University deems such notice is in its best interest.
- Paragraph 4 deletes the reference to a hard copy of the *Faculty Handbook* and substitutes reference to the online version. This change is applicable to all faculty contracts, and thus the paragraph will be changed in those contracts as well.
- Paragraph 10 permits the University to set a date by which the contract should be signed if the offer of employment is to remain in force.

As in the past, paragraph 6 may be used to state additional conditions of employment such as benefits, the use of leave, and visa status.

From this date, it is mandatory that these contracts be used when hiring Faculty Research Assistants and Faculty Extension Assistants or when their contracts are to be renewed. Because there are four different contracts used for faculty (excluding Librarians), the type of contract and relevant titles are listed below. On the Faculty Affairs Website ([www.umd.edu/Faculty](http://www.umd.edu/Faculty)) you will be able to click on the appropriate title and link to the appropriate contract form.

Type of Appointment	Titles	Is there a fast termination clause?
Tenure-Track and Tenured	Asst., Assoc., Full Professors; Agent, Sr. Agent, Principal Agent	No fast termination without cause
Non-Tenure-Track Instructional Faculty	Lecturers, Senior Lecturers, Instructors, Adjuncts, Visiting appointments	No fast termination without cause
Non-Tenure-Track Research Faculty and Professors of the Practice	Research Associates, Research Asst. Professors, Asst. Research Scientists, Asst. Research Scholars, Asst. Research Engineers, Asst. Artist-in-Residence (and higher ranks), Extension Associates, Professors of the Practice, Visiting appointments	No fast termination without cause
Faculty Research Assistants, Faculty Extension Assistants		Fast termination without cause