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OFFICE OF THE ASSOCIATE PROVOST AND

DEAN FOR UNDERGRADUATE STUDIES

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**Office of Undergraduate Studies  
UMD/Undergraduate Studies Standards and Procedures for   
ROTC Faculty Advisory Committee**

The ROTC Faculty Advisory Committee reports to the Associate Provost and Dean for Undergraduate Studies. The Committee reviews all nominations for appointments to the position of Director of a ROTC program.

The Committee further serves as an advisory body to both the Dean for Undergraduate Studies and the directors of the Air Force, Army, and Naval Reserve Officer Training Corps on all matters pertaining to academics affecting the University and ROTC programs.

The Committee shall consist of no fewer than 4 tenure track faculty members. The ex officio members shall include one representative from each of the ROTC programs and a representative of the Dean for Undergraduate Studies.  The Dean’s representative shall serve as Committee chair.

**Principles for ROTC Instructional Appointments and Assignments of Personnel**

1. All candidates for appointment as instructional personnel must be reviewed and approved by the Dean for Undergraduate Studies.
2. Any personnel member assigned as an instructor of record must have completed formal studies at a regionally accredited institution of higher education at least through the master’s degree.
3. The instructor of record for any course is responsible for the design and content of the course as well as assessment and final grading of students in the course.
4. Any personnel member assigned as an assistant instructor must have completed formal studies at a regionally accredited institution of higher education at least through the baccalaureate degree. When assistant instructors are appointed who have completed only the baccalaureate degree, there is a strong preference that such personnel be actively engaged in the pursuit of a master’s or doctoral degree at a regionally accredited institution of higher education.
5. Assistant instructors assigned to any course must be closely supervised by the instructor of record in that course.

**Processing Procedures for ROTC Appointments**

**Procedures for Appointment of ROTC Director**

1. Candidates for appointment to Director are forwarded to the Dean by the ROTC unit and are reviewed by a committee set by the Dean according to established criteria.

2. Original letter of recommendation from the Dean and credentials of candidate selected should be forwarded to the Senior VP and Provost (currently Dr. Mary Ann Rankin) for approval with a request to return the signed document to the Dean’s office for further processing. Copies of all documents should be given to the business office.

3. Upon approval, the business office will electronically process the appointment in PHR. Original documents including proof of Master’s degree will be held in the Dean’s office in an established personnel or unit file.

**Procedures for Appointment of ROTC Teaching Faculty**

1. Candidates for appointment are forwarded to the Dean by the Director of the ROTC unit and are reviewed by the Dean to verify that all credentials are in order. A letter is sent by the Dean to the ROTC unit notifying them that the candidate has been accepted or denied. All original documents are returned to the unit with the Dean’s letter. If the candidate is accepted, a copy of all documentation should be forwarded to the business office for processing.

2. Upon approval, the business office will electronically process the appointment in PHR. Original documents including proof of Master’s degree will be held in the Dean’s office in an established personnel or unit file.

**ROTC Tuition Remission for Commissioned and Non-Commissioned Officer**

As confirmed by Dale Anderson, Director of University Human Resources, in an email dated 10/4/2012, ROTC personnel are eligible for tuition remission for courses taken at University of Maryland, College Park and University of Maryland University College.

This policy was established in April, 1994 by Provost Dan Fallon. “As a special recognition of the role of the Air Force officer and enlisted personnel who staff our AFROTC program, the University will grant them, but not their spouses or dependent children, tuition remission according to the provisions of System Policy VII-4.10 (University of Maryland System Policy on Tuition Remission for Faculty and Staff) and VII-4.10(A) (University of Maryland at College Park Policy and Procedures Concerning Tuition Remission for Faculty and Staff).” It will be necessary for the Officer or any enlisted personnel assigned to UMCP to complete the appropriate USM remission request form that can be found at http://uhr.umd.edu/benefits/tuition-remission/

William A. Cohen  
Associate Provost and Dean for Undergraduate Studies