

June 3, 2019

Dear Faculty Member:

Thank you for participating in the 26<sup>th</sup> annual faculty non-instructional productivity survey. All full-time faculty members at every USM institution must complete the survey each year. A web-based collection tool has been developed for your use as an alternative to completing a paper survey form.

**University System and State decision makers continue to place a great deal of emphasis on the results of this survey. Based on your responses last year, UMB performance as measured by this survey has improved, but further increases are needed to meet performance goals.**

The data for a performance indicator incorporated into UMB's *Managing for Results* submission, which accompanies the budget request to the Governor and the General Assembly is derived entirely from this survey and should be given particular attention:

- Number of days in public service per full-time faculty (Survey Questions 13 - 16)

**The survey relates to your activities during the period June 1, 2018 through May 31, 2019. All full-time faculty members employed as of December 31, 2018 should complete the survey.** The survey questions have not changed from last year. If you believe you have received this survey request in error or if you are unable to complete this survey by the due date, please inform us.

The survey can be accessed through the *Faculty Non-Instructional Productivity Survey* link ([www.umaryland.edu/fnips](http://www.umaryland.edu/fnips)) or through the *myUMB* Portal (separate sign-on required). **Please complete the survey so that the content is available for review and approval by your department chair or dean no later than June 30, 2019.**

**Survey completion will be monitored by Departmental Administrators or your Dean's designee.** As in past years, data on non-instructional productivity for individual faculty are confidential and will only be reported to outside constituencies aggregated for the entire university. Basic definitions prepared by the University System of Maryland Office for certain survey questions and additional information can be found on the Institutional Research and Accountability web page.

I want to thank you for your time and effort. I cannot overemphasize the importance of your cooperation in our efforts to show that the State's investment in higher education is well spent.

Sincerely,



Gregory C. Spengler