

## College of Computer, Mathematical, and Natural Sciences

### Guidelines for Appointment, Evaluation, and Promotion of Professional Track Faculty

*In Spring 2015 the UM Senate passed, and the President approved, new guidelines for consideration of Professional Track (PTK) faculty<sup>1</sup>, and each college is expected to develop an implementation plan. While the primary appointment and review process is the responsibility of individual units (departments and research centers), each college must approve appointments and promotions of PTK faculty, ensuring fair and equitable treatment of all candidates.*

*In CMNS, these guidelines represent an addendum to existing guidelines for appointment and promotion of professional track faculty available in the CMNS handbook.*

*The following plan is intended to go into effect July 1, 2016, but it is contingent upon approval by a review committee in the Office of the Provost.*

1. In each category (Research, Teaching, Service, and Clinical), PTK faculty can be appointed or promoted to one of three ranks, according to the candidates' professional credentials and the units' criteria for each rank<sup>2</sup>, as well as any additional criteria noted in the CMNS Chairs Handbook.
2. Initial appointments and promotions can occur at any time of the year if permitted by university policy.
3. Unit recommendations for appointments and promotion to the first and second rank in research, service, and clinical will be reviewed by the Associate Dean for Faculty Affairs. The Dean will make a final decision, and notify the unit, which will notify the candidate in writing.
4. Unit recommendations for appointment or promotion to the second rank in instruction will be reviewed by the Associate Dean for Undergraduate Education. The Dean will make a final decision, and notify the unit, which will notify the candidate in writing.
5. A unit recommendation for appointment or promotion to the highest rank within a research, service, or clinical track will be reviewed by the College APT committee, plus three PTK faculty of the highest rank from a research, service, or clinical track. This group (College APT plus 3 PTK) will operate following regular College APT rules and issue a recommendation to the Dean. A 2/3 majority of positive votes from eligible committee members who are present is required for a recommendation of appointment or promotion. If the appointment is less than 50% FTE, the Dean has the authority to approve/deny the appointment. If the appointment is for 50% FTE and higher, the dossier (with the Dean's recommendation) will be forwarded to a review committee constituted by the Office of the Provost. Review committees shall be charged to

---

<sup>1</sup> UM Guidelines for Appointment, Evaluation, and Promotion of Professional Track Faculty Passed by the Senate April 23, 2015. Approved by the President May 4, 2015.

[https://faculty.umd.edu/policies/documents/UM\\_Guidelines\\_for\\_PTK\\_Appointments.pdf](https://faculty.umd.edu/policies/documents/UM_Guidelines_for_PTK_Appointments.pdf)

<sup>2</sup> New titles are defined in the University of Maryland Policy & Procedures on Appointment, Promotion, and Tenure of Faculty.

<http://www.president.umd.edu/sites/president.umd.edu/files/documents/policies/II-100A.pdf>.

consider candidates within the context of the expectations in their contract as well as according to the unit's criteria for promotion.

6. A unit recommendation for appointment or promotion to the highest rank within the instructional track will be reviewed by a committee consisting of the Associate Dean for Faculty Affairs, Research and Graduate Education, the Associate Dean for Undergraduate Studies, and three Principal Lecturers. They will review the case and make a recommendation to the Dean. Lecturers from the same unit as the candidate will have a mandatory abstention. The criteria for a positive recommendation to the Dean will be that in addition to meeting the qualifications for the rank of Principal Lecturer in the University APT Policy, the candidate must have made a significant educational and/or service contribution to the Department beyond what would normally be expected of a Senior Lecturer. The dossier (with the Dean's recommendation) will be forwarded to a review committee constituted by the Office of the Provost.

7. For appointment or promotion into the rank of Senior Lecturer or Principal Lecturer the following components are required:

- A departmental faculty committee, including any existing Senior Lecturers (or Principal Lecturers for Principal Lecturer appointments/promotions) in the unit, must consider the file and vote affirmatively on the case.
- There must be a written report by a departmentally appointed individual or small committee that summarizes the candidate's credentials and qualifications, and the rationale for the appointment/promotion.
- There must be at least three supporting letters, (beyond student letters) one of which should be from the Chair, and one from a faculty member with appropriate experience of the work of the individual.
- Student input must comprise part of the dossier—for example, a detailed examination of teacher evaluation data.

8. For appointment or promotion in the research or clinical tracks (except the faculty specialist track) the following components are required:

- A departmental faculty committee must consider the file and vote affirmatively on the case. The committee must include voting representation of PTK faculty of equal or higher rank than the rank to which the candidate is being appointed / promoted.
- There must be a written report by a departmentally appointed individual or small committee. The report summarizes the candidate's credentials and qualifications, and the rationale for the appointment/promotion.
- For research and clinical tracks, at least three evaluator letters (at least one of them external) are required for appointments to the first rank; six letters (at least three of them external) are required for appointments/promotions to the second and to the highest ranks.

9. For appointment or promotion in the faculty specialist track, the following components are required:

- For appointments/promotions to the second and highest rank, an appropriate departmental faculty committee must consider the file and vote affirmatively on the case. The

committee must include voting representation of faculty specialists of equal or higher rank than the rank to which the candidate is being appointed/promoted.

- There must be a written report by a departmentally appointed individual or small committee. The report summarizes the candidate's credentials and qualifications, and the rationale for the appointment/promotion.
- At least two letters are required for appointment/promotion to the highest rank. External letters are not required for the faculty specialist track.

10. Once a decision is reached, the faculty member shall be notified in writing by the unit head or a designee. Promotions cannot be rescinded. The faculty member can appeal a negative decision based on alleged violations of procedural due process that would have had a material effect on the decision. Negative decisions for promotion do not preclude renewal of the existing PTK appointment; i.e., PTK faculty appointments are not “up or out”. All appeals shall be handled according to the procedures established by the Provost’s Office of Faculty Affairs and shall be initiated within the period defined in those procedures.

11. In cooperation with the Office of Faculty Affairs (OFA):

- The Dean’s Office shall review and approve new or revised unit-level policies and procedures for the appointment, evaluation, and promotion of Professional Track Faculty to ensure compliance with all aspects of the campus guidelines for PTK AEP policies.
- All PTK faculty shall be provided with written appointment contracts created by the units through the OFA online system, and the contract shall include all the information required by OFA as noted in the UM Guidelines for Appointment, Evaluation, and Promotion of Professional Track Faculty (Section IV), including information about the appointing unit’s PTK AEP policies.
- Included in the contract, all PTK faculty will be given an explanation of the scope of the appointee's assignments and expectations for the specific faculty rank, and note the dimensions of academic activity (i.e. teaching, research, and service) as appropriate in accordance with the UM Guidelines for Appointment, Evaluation, and Promotion of Professional Track Faculty (Section IV).
- Whenever possible, unit policies should include provisions to progressively increase the length of contract terms.

12. The details of the appointment, evaluation, and promotion criteria shall be specified in the unit’s appointment, evaluation, and promotion guidelines as specified in the UM Guidelines for Appointment, Evaluation, and Promotion of Professional Track Faculty (Section V). The unit guidelines should be appropriate for the specific duties and expectations of the PTK faculty and include:

- Application details, deadlines, and materials to be submitted
- Expectations as related to time between promotion reviews noting that faculty may seek early review or opt not to be reviewed
- Provisions for mentoring
- Membership of the committee that reviews PTK faculty shall include voting PTK faculty
- Policies must specify what constitutes a positive vote in the unit-level review.

- Membership of committee that reviews and revises unit-level policies and procedures for appointment, evaluation, and promotion of PTK faculty shall include voting PTK faculty representatives.
- Appeals process
- Minimum salary increases for promotions as recommended by the unit and reviewed annually by the Dean
- Merit pay policy
- Evaluative input from other units in the case of joint appointments

13. Review committees will be charged to consider candidates within the context of the expectations in their contract as well as according to the unit's criteria for promotion. Promotion decisions shall be based on individual performance and not a unit-wide quota.

14. PTK faculty may be nominated annually for the College's Distinguished Research Scientist Award, the Outstanding Lecturer Award, and the Board of Visitor's Creative Educator Award coordinated through the Dean's Office.