

College of Behavioral and Social Sciences
Guidelines for Appointment, Evaluation, and Promotion (AEP)
Professional Track Faculty
(April, 2016)

In Spring 2015, the UM Senate passed, and the President approved, new guidelines for consideration of Professional Track (PTK) faculty, and each college is expected to develop an implementation plan. Committees charged with developing, implementing, or revising this plan shall include PTK faculty with voting representation. 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. The college will establish a PTK Advisory Committee consisting of four PTK faculty members from different BSOS units to review departmental-level PTK policies/procedures for compliance with college and campus level guidelines. The following plan is intended to go into effect July 1, 2016, contingent upon approval by the Senate Faculty Affairs Committee. Any subsequent changes to this policy must also be approved by the Senate Faculty Affairs Committee.

1. In each title series (for example, Research Professor, Lecturer, Faculty Specialist, and Clinical Professor), 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. Departments/centers shall establish specific criteria for promotion within each of the title series which are relevant to their unit and clearly specify expectations regarding minimum or typical time in rank. This information should be made easily accessible to all PTK faculty.

The unit-level AEP guidelines should be appropriate for the specific duties and expectations of the PTK faculty and address:

- Application details, deadlines, and materials to be submitted by candidate (including to whom materials should be submitted)
- Appeals process
- Minimum salary increases for promotions as set by the college and reviewed annually
- Evaluative input from other units in the case of joint appointments

2. Initial Appointments occur at all times of the year. Unit recommendations for appointment at one of the first two ranks will be reviewed and approved by the Associate Dean for Faculty Affairs. All new hires shall receive a copy of BSOS and departmental documents regarding evaluation and promotion policies relevant to PTK faculty.

3. A unit recommendation for initial appointment at the highest rank within a track will be reviewed by a college-level committee consisting of at least three faculty members (one tenured Full Professor, and a minimum of two PTK faculty at the highest rank in a relevant title series), who will issue a recommendation to the Dean. Such outcomes will be

determined by simple majority vote. All review committee members shall be full voting members and serve a two-year term (although this term limitation may be waived until there are enough faculty at the highest PTK ranks to rotate membership on this committee). 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 or higher, the dossier (with the Dean's recommendation) will be forwarded to a review committee constituted by the Office of the Provost.

4. Promotion reviews should occur on a standard schedule, roughly tracking the regular APT schedule in the academic year. Deadlines will be set each year by the College.

5. First-level reviews (conducted by the department) shall be conducted by a committee which includes PTK faculty with voting representation at the same or higher rank than the one being sought. All votes at the unit level are determined by simple majority. Recommendations for promotion to the Associate or the Senior level shall be reviewed by the department chair who then sends a recommendation to the Associate Dean for Faculty Affairs. The Dean will make a final decision, and the candidate will be notified in writing.

6. Unit recommendations for promotion to the highest rank within any track will be reviewed by the PTK Review Committee noted in paragraph 3, which will issue a recommendation to the Dean. Subsequent to the Dean's review, the dossier will be forwarded to a review committee constituted by the Office of the Provost.

7. In the case of a negative outcome, the faculty member shall be notified in writing by the unit head (if the decision was at the unit level) or by the dean (if the decision was reached at the college level). The faculty member can appeal a negative decision based on procedural grounds, i.e., aspects of the review appeared to violate the unit's published processes. 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.

8. Negative decisions for promotion do not preclude renewal of the existing PTK appointment; (i.e., PTK faculty appointments are not "up or out"). Positive promotion decisions cannot be rescinded.

9. Salary increases associated with promotion will take effect in the following academic year. According to University policy (see ftn2, sec.5, para J), minimum salary increases shall be set annually by the College. A unit may go beyond the minimum, but it must be consistent for all candidates at a given rank within a title series in any year.

10. For some units, this represents a long-overdue change. Each department and college-level research center is drafting AEP policies and procedures for review and promotion of PTK faculty. Once approved, the criteria and expectations associated with each rank within the tracks that are relevant should be distributed to all unit faculty and made public for easy reference. Each department and research center should assess all PTK faculty titles

for adjustment and initiate promotion reviews in those cases where such action is warranted.

11. Unit-level AEP plans should include a mentoring plan or a link to a separate document detailing a mentoring plan for PTK faculty.

12. Unit-level AEP plans should address how merit pay and recognition/awards for excellence will be incorporated into their PTK policies and procedures. The BSOS level awards descriptions for PTK faculty can be found at <http://bsos.umd.edu/faculty-staff/college-awards>.

13. Initial appointments and subsequent promotions will be managed through the university's online system to ensure that all contracts contain necessary elements, including a clear description of assignments and expectations associated with the appointment, as well as information on how to access unit-level PTK policies and professional resources. The specific faculty title and rank shall correspond to the majority of the appointee's efforts, as indicated by assignments and expectations in the contract. Review committees shall be charged to take these assignments and expectations into consideration (along with other unit-specific criteria) during the promotion process for PTK faculty.

14. Whenever possible, PTK faculty should be given progressively longer contracts.

15. Other than as stipulated in plans for transitioning to the new title framework, promotion decisions cannot be determined in relation to a college or department wide quota, but should be based solely on the merits of each candidate's performance.