

**College of Behavioral and Social Sciences
Office of the Dean**

Guidelines for Professional Track Faculty Employees Who Report Directly to the Office of the Dean, College of Behavioral and Social Sciences

Introduction:

Professional Track (PTK) faculty with primary appointments in the Office of the Dean, College of Behavioral and Social Sciences (BSOS) may have duties that are primarily instructional, primarily administrative, or a combination of instructional, administrative, and research. PTK faculty titles for instructional or research faculty may be used, depending on the primary responsibilities of the faculty member. Appointment, evaluation, and promotion of PTK faculty with primary appointments in the BSOS College Office of the Dean will reflect all of the appointment duties.

PTK faculty appointed by the College follow the ranks outlined in the [University of Maryland Policy and Procedures for Appointment, Promotion, and Tenure of Faculty II-1.00\(A\)](#) and follow the [UM Guidelines for Appointment, Evaluation, and Promotion of Professional Track Faculty \(5/4/2015\)](#).

Faculty with the instructional faculty titles may be appointed at the rank of junior lecturer, lecturer, senior lecturer, or principal lecturer. These ranks do not carry tenure. The minimum appointment and promotion criteria for these ranks are listed in Table 1.

Faculty with research faculty titles may be appointed at the rank of faculty assistant, post-doctoral associate, assistant research professor, associate research professor, and research professor. These ranks do not carry tenure. The minimum appointment and promotion criteria for these ranks are listed in Table 2.

Faculty with faculty specialist titles may be appointment at the rank of faculty specialist, senior faculty specialist, or principal faculty specialist. These ranks do not carry tenure. The minimum appointment and promotion criteria for these ranks are listed in Table 3.

Table 1: Minimum Criteria for Appointment and Promotion of Instructional Faculty

Titles¹	Junior Lecturer	Lecturer	Senior Lecturer	Principal Lecturer
Academic Degree	The normal minimum requirement is a Master's degree or ABD. Exceptions will be reviewed on a case-by-case basis.	The normal minimum requirement is a Master's degree; PhD (or equivalent) preferred.	The normal minimum requirement is a Master's degree; PhD (or equivalent) strongly preferred.	The normal minimum requirement is a PhD (or equivalent).
Professional Experience	Created for graduate students finishing their programs beyond their Graduate Assistantship. At a minimum, appointees should have at least two semesters experience as a Teaching Assistant or equivalent.	The title Lecturer is used to designate appointments of persons serving primarily in a teaching capacity. Appointees will have a proven record of effective teaching within the discipline and at least one year of instruction (or its	In addition to having the qualifications of a Lecturer, the appointee shall have an exemplary teaching record over the course of at least five years of full-time professional experience or its equivalent as a Lecturer (or similar appointment at another institution) and shall exhibit promise in	In addition to the qualifications required of the Senior Lecturer, the appointee shall have an exemplary teaching record over the course of at least 5 years full-time service or its equivalent as a Senior Lecturer (or similar appointment at another institution) and/or the equivalent of 5 years full-time professional

		equivalent) or at least 5 years of experience practicing within the discipline.	developing additional skills in the areas of research, service, mentoring, or program development.	experience as well as demonstrated excellence in the areas of research, service, mentoring, or program development.
Contract Terms	Appointments to this rank are typically one year and are renewable for a maximum of six years.	Appointments to this rank are typically one to three years and are renewable.	Appointments to this rank are typically one to five years and are renewable.	Appointments are typically made as five-year contracts. Appointments for additional five-year terms can be renewed as early as the third year of any given five-year contract.

Table 2: Minimum Criteria for Appointment and Promotion of Research Faculty

Titles	Faculty Assistant	Post-Doctoral Associate	Assistant Research Professor	Associate Research Professor	Research Professor
Academic Degree	The normal minimum requirement is a baccalaureate degree.	The normal minimum requirement is a PhD (or equivalent).	The normal minimum requirement is a PhD (or equivalent).	The normal minimum requirement is a PhD (or equivalent).	The normal minimum requirement is a PhD (or equivalent).
Professional Experience	The appointee shall be capable of assisting faculty in any dimension of academic activity and shall have the ability and training adequate to the carrying out of the particular techniques required, the assembling of data, and the use and care of any specialized techniques.	The appointee shall have been trained in research procedures, shall be capable of carrying out our individual research or collaborating in group research at the advanced level, and shall have had the experience and specialized training necessary for success in such research projects as may be undertaken.	This rank is generally parallel to Assistant Professor. Appointees shall have demonstrated superior research ability and potential for contributing to the educational mission through teaching or service. Appointees should be qualified and competent to direct the work of others (such as technicians, graduate students, other research personnel).	This rank is generally parallel to Associate Professor. In addition to the qualifications required of the Assistant Research Professor, appointees shall have extensive successful experience in scholarly or creative endeavors, the ability to propose, develop and manage major research projects, and proven contributions to the educational mission through teaching or service.	This rank is generally parallel to Professor. In addition to the qualifications required of the Associate Research Professor, appointees shall have demonstrated a degree of proficiency sufficient to establish an excellent reputation among regional and national colleagues. Appointees should have a record of outstanding scholarly production in research, publications, professional achievements or other distinguished and creative activity, and exhibit excellence in contributing to the educational mission through teaching or service.
Contract Terms	Appointments to this rank are typically one to three years and are renewable for up to three years. After three years	Appointments to this rank are typically one to three years and are renewable, provided the maximum	Appointments to this rank are typically one to three years and are renewable.	Appointments to this rank are typically one to five years and are renewable.	Appointments to this rank are typically five years and are renewable.

	in rank, appointees who have performed satisfactorily should be eligible for appointment to an appropriate faculty position or encouraged to apply for a staff position.	consecutive service in this rank does not exceed 6 years. After 6 years in rank, appointees who have performed satisfactorily should be eligible for appointment to an appropriate faculty position.			
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Table 3: Minimum Criteria for Appointment and Promotion of Faculty Specialists

Titles	Faculty Specialist	Senior Faculty Specialist	Principal Faculty Specialist
Academic Degree	The normal minimum requirement is a BS/BA.	The normal minimum requirement is an MA/MS or a BA/BS plus three years' experience.	The normal minimum requirement is an MA/MS plus three years' experience or a BA/BS plus five years' experience.
Professional Experience	The appointee shall be capable of data collection and processing, assisting with data analysis, contributing to presentations, and assisting with project management activities.	The appointee shall have demonstrated an ability to fulfill the duties of faculty specialist, as well as contribute to grants and/or research reports and/or articles, supervise students or junior faculty specialists and demonstrate a potential for leadership.	The appointee shall have demonstrated an ability to fulfill the duties of senior faculty specialist, as well as write grant proposals, serve as lead on projects, presentations and papers, mentor students and faculty specialists, manage project budgets, coordinate multiple projects and demonstrate leadership.
Contract Terms	Appointments to this rank are typically one to three years and are renewable. Whenever possible, faculty will be given progressively longer contracts.	Appointments to this rank are typically one to three years and are renewable. Whenever possible, faculty will be given progressively longer contracts.	Appointments to this rank are typically one to five years and are renewable. Whenever possible, faculty will be given progressively longer contracts.

Search Procedures:

Competitive, posted searches should be conducted for vacant or new full-time instructional and research faculty and are strongly encouraged for 50% FTE or greater. Searches may be waived by the dean on a case-by-case basis when filling short-term vacancies. All searches will follow campus procedures and policies.

Agreement Letter & Contract:

A PTK faculty member appointed in the BSOS College Office of the Dean will sign both an agreement letter and an online contract. The agreement letter between the College and the employee stipulates the specific duties and the % FTE dedicated to each of the domains (teaching, research, administration). In addition to the agreement letter, the employee will also sign online PTK faculty contract based on primary duties, appointment type and rank. The letter and contract (together) will include all of the following: salary, detailed duties and expectations (by % FTE), reporting and supervision, notification date about renewal or non-renewal, professional development resources, mentorship plan, performance/evaluation criteria and timelines for performance evaluation and promotion considerations.

Support for PTK Faculty:

All PTK faculty members are critical to the College's mission and should be provided with the necessary and appropriate support for the execution of their duties. Where appropriate, professional development of full-time and part-time PTK should be encouraged and supported. They will normally be negotiated at hire or contract renewal and stipulated in the agreement letter.

PTK Faculty Role in College Governance:

Full-time PTK faculty with appointments in the BSOS College are important contributors to the College faculty and are part of the College Assembly. However, they are not faculty members in an academic department, except via a separate appointment in a department.

Mentoring:

In line with [campus guidelines concerning faculty mentoring](#), and in accordance with the UM guidelines for PTK faculty, mentoring of PTK faculty by appropriate senior faculty, either tenured/tenure-track or PTK faculty will be arranged at the time of appointment. Mentors shall encourage, support, and assist these faculty members and be available for consultation on matters of professional development. Favorable informal assessments and positive comments by mentors are purely advisory to the faculty member and do not guarantee a favorable promotion decision.

Performance Evaluation and Review for Promotion:

At the time of hiring, or within the first semester, the College will provide each new faculty member with a copy of its criteria for appointment, evaluation, and promotion. Evaluation and promotion review will be based on all of the duties outlined in the appointment letter, proportional to the % FTE in each.

Administrative Duties: If a faculty member's appointment includes at least 50% time leading an academic or research program with supervision of at least one employee, then the performance review will take the form of the campus [Review of Department Chairs and Directors of Academic Units](#). Although this review is usually conducted every 5 years, it can be conducted at shorter intervals to coincide with the employee's contract renewal schedule. If a faculty member's appointment includes at least 50% administrative duties but does not involve leading an academic research program or supervising at least one employee, then the [PRD Review](#) (normally used for administrative staff) will be adapted and used for annual evaluation of administrative duties.

Instructional Duties: If a faculty member's appointment includes at least 50% instructional duties, the PTK faculty member will submit a [teaching portfolio](#). Note that this is the same teaching portfolio required of TTK faculty. The supervisor will write a summary letter in response. All records of evaluation shall be kept in a promotion file and shall be consulted when decisions are made about rank, salary, and contract renewal. All faculty members shall have the opportunity to review and sign each evaluation. Guidelines for review of instructional duties can be found in Table 4.

Research Duties: If a faculty member's appointment letter and contract includes at least 50% time *conducting primary research as part of their primary appointment* in the BSOS Office of the Dean, then the mechanism for performance evaluation will follow the disciplinary standard for their field and will be established in the appointment letter.

Professional Accomplishments Outside of Appointment: When a full-time PTK faculty member achieves in a domain that is not included in the primary full-time appointment letter, evidence of such accomplishment may be submitted as part of evaluation and promotion. However, such information will be considered supplementary evidence of accomplishment overall and not central to evaluation or promotion.

Table 4: Guidelines for Review of Instructional Duties

	Junior Lecturer	Lecturer	Senior Lecturer	Principal Lecturer
Course Materials (e.g. syllabi, learning outcomes, assignments, student work, etc.)	At a minimum, a faculty member must provide a teaching portfolio that includes the following: <ul style="list-style-type: none"> • A clear, well-written sample syllabus with appropriate learning outcomes • Examples of pedagogically supported student assignments or activities 	At a minimum, a faculty member must provide a teaching portfolio that includes the following: <ul style="list-style-type: none"> • A clear, well-written sample syllabus with appropriate learning outcomes • Examples of pedagogically supported student assignments or activities • Sample of student work with your feedback 	At a minimum, a faculty member must provide a teaching portfolio that demonstrates a history of: <ul style="list-style-type: none"> • A clear, well-written sample syllabus with appropriate learning outcomes • Examples of pedagogically supported student assignments or activities • Sample of student work with your feedback 	At a minimum, a faculty member must provide a teaching portfolio that represents a true commitment to the scholarship of the teaching. Evidence may be provided through: <ul style="list-style-type: none"> • A clear, well-written sample syllabus with appropriate learning outcomes • Examples of pedagogically supported student assignments or activities • Sample of student work with your feedback
Assessments (e.g. peer review, course evaluation summary, learning outcomes assessment, etc.)	At a minimum, a faculty member must provide the following: <ul style="list-style-type: none"> • A record of positive teaching evaluations 	At a minimum, a faculty member must provide the following: <ul style="list-style-type: none"> • A record of positive teaching evaluations • A record of LOA (if teaching general education courses) 	At a minimum, a faculty member must provide the following: <ul style="list-style-type: none"> • A record of positive teaching evaluations • A record of LOA (if teaching general education courses) • Peer reviewed instruction and evaluation of teaching 	At a minimum, a faculty member must provide the following: <ul style="list-style-type: none"> • A record of positive teaching evaluations • A record of LOA (if teaching general education courses) • Peer reviewed instruction and evaluation of teaching
Instructional Advancements & Innovations	If applicable	If applicable	At a minimum, a faculty member must provide the following: <ul style="list-style-type: none"> • Examples of course/assignment/exam redesigns and/or modifications • Proposals for newly created courses or formats 	At a minimum, a faculty member must provide the following: <ul style="list-style-type: none"> • Examples of course/assignment/exam redesigns and/or modifications • Proposals for newly created courses or formats
Other Evidence of Instructional Accomplishments (e.g. teaching philosophy, awards, training, research/scholarship in teaching/learning, etc.)	At a minimum, a faculty member must provide the following: <ul style="list-style-type: none"> • A clear, concise teaching philosophy (not a list of positive teaching evaluations) • Evidence of having completed a teacher training workshop or seminar 	At a minimum, a faculty member must provide the following: <ul style="list-style-type: none"> • A clear, concise teaching philosophy (not a list of positive teaching evaluations) • Any evidence of teaching awards or scholarship 	At a minimum, a faculty member must provide the following: <ul style="list-style-type: none"> • A clear, concise teaching philosophy (not a list of positive teaching evaluations) • Any evidence of teaching awards or scholarship • Evidence of mentorship, service, or leadership 	At a minimum, a faculty member must provide the following: <ul style="list-style-type: none"> • A clear, concise teaching philosophy (not a list of positive teaching evaluations) • Any evidence of teaching awards or scholarship • Evidence of mentorship, service, or leadership

Summary	Record of teaching experience or Teaching Assistantship and a willingness to improve skills through training and mentorship.	Record of effective teaching and at least one year of full-time instruction (or equivalent) or a combined 5 years of practical experience.	Record of significant contribution to the unit's undergraduate instructional mission by excellence in instruction and/or student mentorship and service.	Outstanding and continuous record of contribution to the unit's undergraduate instructional mission by excellence in instruction, student mentorship, and/or campus leadership and service.
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Part-Time Appointments:

Faculty appointed at less than 100% FTE will be reviewed and promoted on a modified timeline proportional to their % FTE. Further clarification on UM Adjunct Faculty Policy and eligibility for Adjunct II status can be found [here](#).

Procedures and Timeline for Ongoing Evaluation:

Professional track faculty will be mentored and invited to submit evaluation materials on an annual basis for feedback from the mentor and supervisor, separately. Formal evaluation will normally occur in the academic year prior to contract renewal (which will range from 1 to every 5 years).

Procedures for Promotion:

Promotion is initiated by the employee by letter to the supervisor, normally by October 1 of the year prior to contract renewal and/or promotion start date, which is normally July 1. The College will prepare materials for campus review on or before December 1.

1. The individual seeking promotion writes a formal request letter to the Dean outlining the relevant points supporting a promotion. The letter should address the criteria listed in other sections of this document.
2. In addition to the request letter, the candidate will provide the Dean with the following materials by October 1:
 - a. An up-to-date and signed CV.
 - b. A teaching portfolio following campus faculty guidelines (if teaching is part of appointment).
 - c. Evidence of accomplishment in administrative duties (if position includes administration). This evidence will normally consist of the committee report from the [Review of Department Chairs and Directors of Academic Units](#) or [PRD-like Reports](#).
 - d. Evidence of research productivity and accomplishment (if research is part of the appointment).
 - e. Evidence of accomplishment in any other specific duties or domains outlined in the appointment letter.
 - f. Names of at least two professional references (internal or external)
3. There is an expectation that individuals will fulfill at least the length of their initial contract before seeking promotion. However, individuals can request an expedited review for promotion to the next higher rank. Waivers of the usual timelines will be considered on a case-by-case basis for individuals who demonstrate performance at that higher level within a shorter timeframe.
4. The College Dean or designee will assemble and review the materials. The College 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) will conduct the first review of the materials. Because the individual reports directly to the Office of the Dean, the review will be handled as are cases in non-departmentalized colleges. Thus, positive reviews and recommendations for promotion to the mid-level shall be submitted to the Office of Faculty

Affairs, whereas positive reviews and recommendations for promotion to the highest level will be submitted to the campus AEP (appointment, evaluation, and promotion) committee and Provost for final review and approval.

5. The College Committee may take up to 3 months to conduct their review and vote. The committee chair will normally assemble and submit the following summary materials to the Dean within two weeks of the committee vote: a) all materials submitted by the candidate, b) report from references, and c) committee summary report, d) any additional materials that the committee deems relevant to the review.
6. If upon reviewing the materials, the Dean has questions or concerns, the Dean may ask the committee chair for clarification and/or additional information.

If the Dean supports promotion, the Dean writes a letter of promotion within two weeks. Promotions cannot be rescinded.

If the Dean does not support promotion, the candidate is not promoted and the Dean sends the candidate a letter explaining the reasons why within 2 weeks. At all levels of PTK faculty rank, the unsuccessful candidate for promotion can reinitiate this process in future years. A negative decision for promotion does not preclude renewal of the existing appointment.

7. Candidates have the right to appeal a negative decision in writing to the Office of Faculty Affairs. The grounds for appeal of a negative promotion decision will be limited to (1) violation of procedural due process and/or (2) violation of substantive due process. A decision may not be appealed on the grounds that a different review committee, Department Chair, Dean, or Provost may have come to a different decision.
8. With the exception of junior lecturers, individuals may choose to stay at a given rank indefinitely (i.e., are not required to seek promotion within any specific timeframe).

Joint Appointments:

Faculty members with joint appointments hold both a primary appointment and one or more secondary appointments. When a joint appointment candidate is reviewed for promotion, the primary appointment unit is responsible for making the recommendation after first obtaining advisory input from the (one or more) secondary units, as appropriate.

Guidelines for Raises Associated with Promotions:

Although neither mandated nor guaranteed, a salary increase associated with promotion above the 2nd level will be determined by the dean and will be consistent with the salary increases given in the college during that academic year. Note that salary increases associated with promotion are separate from merit increases.

Guidelines for Merit Increases:

When merit funds are available, PTK faculty will be assigned to one of three merit categories according to materials in the evaluation/promotion file at the time of the review. The timeframe of consideration for these evaluations in the file will be since the last merit increase.

Guidelines for Termination:

All campus PTK faculty contracts include standard language for termination prior to the end of appointment for both the University and the employee. Reasons for the University to terminate a contract prior to the end of the appointment are stipulated in the employee's contract.

Eligibility for Awards:

PTK faculty can be nominated for any of the college or campus awards for which they meet the criteria of eligibility.