

**Plan of Governance
Appendix J**

**Policy on Appointment, Evaluation and Promotion
Of Professional Track Faculty**

Approved February 24, 2016

1. Definition of Faculty Ranks as set forth in II-1.00(A)

As of February, 2016, there are two tracks for professional faculty; A) the instructional track with titles such as lecturer and B) the outreach track with titles such as specialist.

A) Lecturer Track

This policy applies to faculty members who hold the rank of Junior Lecturer, or higher, have a 50% or greater appointment for nine (9) months or more, and have their appointment in the Department of Environmental Science and Technology or an affiliated unit. The Department head will serve as the first level administrator for any PTK faculty directly assigned to ENST. If the faculty member is assigned to a specific subunit of ENST, the corresponding unit head shall serve as the first level administrator for promotion as long as the unit head holds tenure or affiliate status in ENST.

1) Junior Lecturer

In instances when a graduate student is given a faculty appointment to teach, the title Junior Lecturer shall be used. Upon completion of the graduate program, Junior Lecturers are eligible for promotion to Lecturer. Appointments to this rank are typically for terms of up to one year and are renewable for up to six years.

2) Lecturer

The title Lecturer will ordinarily be used to designate appointments of persons who are serving in a teaching capacity for a limited time or part-time. The normal requirement is a Master's degree in the field of instruction or a related field, or equivalent professional experience in the field of instruction. Appointments to this rank are typically one to three years and are renewable.

3) Senior Lecturer

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 instruction or its equivalent as a Lecturer (or similar appointment at another institution) and shall exhibit promise in developing additional skills in the areas of research, service, mentoring, or program development. Appointments to this rank are typically one to five years and are renewable.

4) Principal Lecturer

In addition to the qualifications required of the Senior Lecturer, appointees to this rank 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). Professional experience may be considered as a substitute for up to 3 of the 10 years of teaching required for Principal Lecturer, but at least 7 years of teaching experience is required to reach the rank of Principal Lecturer. The Principal Lecturer shall also demonstrate excellence in the areas of research, service, mentoring, or program development. 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.

B) Specialist Track

This policy applies to faculty members who hold the rank of Specialist or higher, have a 50% or greater appointment for nine (9) months or more, and have their appointment in the Department of Environmental Science and Technology or an affiliated unit. The Department head will serve as the first level administrator for any PTK faculty directly assigned to ENST. If the faculty member is assigned to a specific subunit of ENST, the corresponding unit head shall serve as the first level administrator for promotion as long as the unit head holds tenure or affiliate status in ENST.

1) Faculty Specialist

The appointee shall hold a Bachelor's degree in a relevant area and show potential for excellence in the administration and/or management of outreach. Faculty Specialists are expected to engage in activities such as developing curriculum and/or innovative means for delivering curriculum, lead implementation efforts, evaluation and data analysis efforts, coordination of multi-agency workgroups, supervising the non-research activities of graduate or post-doctoral students, serving as grant writers or authors of other publications for an academic or research program, conducting specialized outreach duties. Appointments to this rank are typically one to three years and are renewable.

2) Senior Faculty Specialist

In addition to showing superior ability to administer outreach, as evidenced by successfully discharging responsibilities such as those of the Faculty Specialist, the appointee shall hold a Master's degree or have at least 3 years full-time experience as a Faculty Specialist (or similar appointment at another institution), or its equivalent. Appointments to this rank are typically one to five years and are renewable.

3) Principal Faculty Specialist

In addition to a proven record of excellence in managing and directing an outreach or research program, the appointee shall hold a Ph.D. or have at least 5 years of full-time experience as a Senior Faculty Specialist, or its equivalent. 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.

2. Procedures for Promotion

Promotion recommendations originate with the faculty member. The faculty member may initiate promotion review as early as the semester before becoming eligible for promotion, but

must complete the submission of applications for promotion by May 1 in order for the promotion to take effect for the following academic year. The promotion process includes the following steps:

- 1) **Submission of Materials.** The candidate for promotion writes a formal letter to the Department Chair or Unit Head, as appropriate, outlining how s/he meets the basic qualifications for the next rank (as outlined in the descriptions in Faculty Ranks) and how s/he has performed the duties specified in his/her appointment contract. This letter shall be accompanied by a Curriculum Vitae or Resume, and supporting materials as available. Additional materials supporting advising, mentoring, research, or service may be submitted if relevant to the faculty rank or appointment contract. Required submission materials will be determined by the unit head as appropriate based on the candidate's appointment contract.
- 2) The Department Chair or Unit Head will form a committee of at least three members, assigning one committee chair and two faculty members that are all at or above the rank to which the candidate seeks promotion. At least one member of this committee must be PTK faculty. The committee may be made up of all PTK faculty or may be a combination of tenure track faculty, PTK faculty, and administrators. If there are no PTK faculty within the Department or Unit that are at or above the rank to which the candidate seeks promotion, the PTK faculty member(s) can be drawn from outside of the Department or the most senior PTK faculty in the Department or Unit can become members of the committee. Other members of the committee can also be drawn from outside of the Department or Unit, as appropriate. The committee will take a vote on the promotion application and will write a short summary of the decision within 30 days of receipt of the materials.
- 3) The committee chair will submit the candidate's application materials and the committee's short summary to the Department Chair or Unit Head within 5 days of completion of the review.
- 4) The Department Chair or Unit Head reviews the Application Materials and committee summary and may ask the Committee for clarification and/or additional information. The Department Chair or Unit Head may also contact the candidate for clarification and/or additional information.
- 5) If the Department Chair or Unit Head supports promotion, s/he writes a letter to the Dean of AGNR recommending the promotion. The decision of the Department Chair or Unit Head shall be made within 10 days of receipt of the Application Materials and committee summary. The Dean will make a final recommendation to support or deny the application. Once approved by the Dean, the candidate will be notified by the Department Chair or the Unit Head of the approval in writing. This promotion shall be accompanied by an increase in compensation, subject to State budget constraints and directives from USM. If the Department Chair, Unit Head, or Dean does not support promotion, the candidate is not promoted and the Department Chair or Unit Head notifies the candidate in writing of this decision with a description of the reasons why the candidate was not promoted. Promotion decisions above the Senior Lecturer and Senior Faculty Specialist

level must also be approved by the Provost. If the candidate is unsuccessful, s/he can reinstate the process in no less than one academic year.

- 6) In the event of a negative decision, the candidate may appeal the decision based on procedural grounds. All appeals shall be handled by the Office of Faculty Affairs.
- 7) Faculty members can request an expedited review for promotion. These requests will be considered on a case-by-case basis for individuals who demonstrate superior performance in all duty areas over a shorter period of time.

3. Mentoring

A program will be developed to facilitate mentoring of junior PTK faculty by senior PTK faculty, and, where appropriate, mentoring of graduate students by PTK faculty.

4. Appendices

- 1) Rank Advancement Application Package
- 2) Rank Advancement Application Forms

RANK ADVANCEMENT APPLICATION PACKAGE

The candidate for rank advancement is expected to put together an Application Package for review by the Promotion Committee. Specific materials needed will be determined by the unit head as appropriate based on the candidate's job description.

A) Lecturer Series

Item	Description	Category	Guidelines
0	Rank Advancement Application Form	Required	
1	Cover Letter	Required	The candidate for promotion writes a formal letter to the Department Chair or Unit Head, as appropriate, outlining how s/he meets the basic qualifications for the next instructional rank (as outlined in the descriptions in Faculty Ranks) and how he/she has performed the duties specified in his/her appointment contract. Do not exceed two (2) pages of single-spaced text.
2	Curriculum Vitae or Resume	Required	If submitting a CV, use the Lyterati template available at https://www.faculty.umd.edu/lyterati/
3	Teaching	Required	This document could include: <ul style="list-style-type: none"> • Summary of courses taught (highlighting any innovations)

			<ul style="list-style-type: none"> Quantitative summary of student evaluations Summary of programs / courses / workshops / labs created or updated (highlighting the candidate's specific contributions)Peer/supervisor assessment of teaching
4	Advising and Mentoring Overview	Optional	<ul style="list-style-type: none"> Summary of student advising activity Summary of mentorship activity
5	Scholarship and Creative Overview	Optional	<p>This document could include:</p> <ul style="list-style-type: none"> Summary of participation in professional development opportunities Summary of presentations at professional events or guest lectures List of publications (e.g., published books or articles in journals / conference proceedings / professional publications, etc.) and/or completed creative works (e.g., blog posts, op-ed articles, videos, etc.) and/or grant writing activity
6	Service and Outreach Overview	Optional	<p>This document could include:</p> <ul style="list-style-type: none"> Summary of contributions to department / college / university committees Summary of collaborative activities within IAA Summary of local / regional / national / international professional engagement and leadership

B) Specialist series

Item	Description	Category	Guidelines
0	Rank Advancement Application Form	Required	
1	Cover Letter	Required	The candidate for promotion writes a formal letter to the Department Chair or Unit Head, as appropriate, outlining how s/he meets the basic qualifications for the next rank (as outlined in the descriptions in Faculty Ranks) and how he/she has performed the duties specified in his/her appointment contract. Do not exceed two (2) pages of single-spaced text.
2	Curriculum Vitae or Resume	Required	If submitting a CV, use the Lyterati template available at https://www.faculty.umd.edu/lyterati/

3	Outreach	Required	<p>This document could include:</p> <ul style="list-style-type: none"> • Job Description • Narrative of accomplishments and, if not obvious, how they relate to the job description • IEP • A clear, well-written example of a program that was developed by the candidate and presented • Sample of extension publication • Peer/supervisor assessment of teaching • Example of independent work leading, facilitating, or coordinating citizen group, agency group or interagency group • Example of peer mentoring • Example of peer education
4	Scholarship and Creative Overview	Optional	<p>This document could include:</p> <ul style="list-style-type: none"> • Summary of participation in professional development opportunities • Summary of presentations at professional events or guest lectures <p>List of publications (e.g., published books or articles in journals / conference proceedings / professional publications, etc.) and/or grant writing activity</p>
5	Service and Outreach Overview	Optional	<p>This document could include:</p> <ul style="list-style-type: none"> • Summary of contributions to department / college / university committees • Summary of collaborative activities • Summary of local / regional / national / international professional engagement and leadership

RANK ADVANCEMENT APPLICATION FORM lecturer series

Name: _____

Title: _____

Department: _____

College: _____

Application for Rank Advancement from:
(Check one)

- Junior Lecturer to Lecturer
- Lecturer to Senior Lecturer
- Senior Lecturer to Principal Lecturer

Signature: _____

Date: _____

ENCLOSURES

(Check all that apply)

1. Cover Letter

Personal statement of basic qualifications for the next rank (as outlined in the descriptions in Faculty Ranks) and performance. Do not exceed (2) pages of single-spaced text.

2. Resume or Curriculum Vitae

Current Resume or Curriculum Vitae (using Lyterati template)

3. Teaching

- Summary of Courses Taught (*highlight any innovations*)
- Quantitative Summary of Student Evaluations (*do not include individual comments*)
- Summary of Programs / Courses / Workshops / Labs Created or Updated (*highlight your specific contributions*)
- Peer/Supervisor Assessment of Teaching

4. Advising and Mentoring Overview, if applicable

- Summary of Student Advising Activity
- Summary of Mentorship Activity

5. Scholarship and Creative Overview, if applicable

- Summary of Participation in Professional Development Opportunities
- Summary of Presentations at Professional Events and Guest Lectures
- List of Publications (e.g., Published Books or Articles in Journals / Conference Proceedings / Professional Publications, etc.) and/or Completed Creative Works (e.g., Blog Posts, Op-Ed Articles, Videos, etc.) and/or Grant Writing Activity

6. Service and Outreach Overview, if applicable

- Summary of Contributions to Department / College / University Committees
- Summary of Collaborative Activities within IAA
- Summary of Local / Regional / National / International Professional Engagement and Leadership

RANK ADVANCEMENT APPLICATION FORM Specialist series

Name: _____

Title: _____

Department: _____

College: _____

Application for Rank Advancement from:
(Check one)

- Specialist to Senior Specialist
- Senior Specialists to Principal Specialist

Signature: _____

Date: _____

ENCLOSURES

(Check all that apply)

1. Cover Letter

Personal statement of basic qualifications for the next rank (as outlined in the descriptions in Faculty Ranks) and performance. Do not exceed (2) pages of single-spaced text.

2. Resume or Curriculum Vitae

Current Resume or Curriculum Vitae (using Lyterati template)

3. Outreach

- Narrative of accomplishments and how they relate to job description
- Example of program that was developed by candidate
- Example of independent work leading, facilitating, or coordinating citizen group, agency group or interagency group
- Supervisor Assessment

4. Advising and Mentoring Overview, if applicable

- Example of peer mentoring
- Example of peer education
- Supervisor Assessment of peer mentoring and education

5. Scholarship and Creative Overview, if applicable

- Summary of Participation in Professional Development Opportunities
- Summary of Presentations at Professional Events
- List of Publications (e.g., Published Books or Articles in Journals / Conference Proceedings / Professional Publications, etc.) and/or Grant Writing Activity