



# COLLEGE OF ARTS & HUMANITIES

## **Plan on Appointments, Promotion, Periodic Review, and Mentoring of Professional Track Faculty (PTK)**

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### **ARHU Task Force on Professional Track Faculty Membership**

Aneta Georgievska-Shine, Lecturer, Art History  
William Idsardi, Professor and Chair, Linguistics  
Leigh Ryan, Principal Lecturer, English  
Susan Whyte Simon, Lecturer, Communication  
Catalina Toala, Business Manager, Women's Studies  
Peter Wien, Associate Professor and Associate Chair, History  
Daryle Williams, Associate Professor & Associate Dean for Faculty Affairs, Co-Chair  
Julie Wright, Assistant Dean for Finance and Administration, Co-Chair  
Dan Zimmerman, Lecturer, Music

**Bonnie Thornton Dill, Professor and Dean**

July 21, 2016

## **Preamble**

The Dean of the College of Arts and Humanities establishes general policies and guidelines for the appointment, promotion, periodic review, and mentoring of professional track faculty (PTK) in the constituent units of the College. These policies and guidelines are based upon the recommendations of the ARHU Task Force on Professional Track Faculty and are subject to the review of the Collegiate Council and the University Senate.

## **Article I. Scope of Plan**

### Section 1.01 College Level

- (a) College-wide policies and guidelines, and all unit-level plans, shall be consistent with [\*UM Guidelines for Appointment, Evaluation, and Promotion of Professional Track Faculty\*](#), the [\*Plan of Organization for Shared Governance at the University of Maryland, College Park\*](#), and the [\*Plan of Organization of the College of Arts and Humanities\*](#).
- (b) College-wide policies and guidelines shall exist independent of the ARHU Plan of Organization, and shall be made available to all constituent members of the College via the ARHU website.
- (c) The Dean or the Dean's designee(s) shall be responsible for the administration and periodic review of College-wide policies and guidelines.

### Section 1.02 Unit Level

- (a) Each academic and research unit of the College shall establish a plan for the appointment, promotion, periodic review, and mentoring of professional track faculty in the unit. The unit-level plan may be incorporated in the unit's plan of organization or may be a stand-alone document. In either case, the plan shall be filed with the Office of the Dean and made available to all unit constituent members via the unit website.
- (b) Unit-level plans shall be developed in a manner consistent with the unit's shared governance and plan of organization.
- (c) The unit's constituent professional-track and tenure-track faculty shall have voting representation in the ratification and amendment of the unit-level plan.
- (d) The unit head shall be responsible for the administration and periodic review of the unit-level plan.
- (e) The unit-level plan shall be provided to each faculty member in the unit, including new appointees.

## **Article II. PTK Appointments and Contracts**

### Section 2.01 Appointment Titles and Minimum Qualifications

- (a) All new appointment titles shall be consistent with II-1.00(A) [\*University of Maryland Policy & Procedures on Appointment, Promotion, and Tenure of Faculty\*](#). The specific faculty appointment title shall reflect the appointee's principal efforts, as indicated by the workload, duties, and expectations specified in the appointment contract.
- (b) Each unit-level plan shall establish unit-specific minimum qualifications for instructional, research, and creative PTK appointments. Such criteria shall be consistent with "Minimum Qualifications for Appointment or Promotion to the Academic and Academic Administrative Ranks" set forth in [\*University of Maryland Policy & Procedures on Appointment, Promotion, and Tenure of Faculty\*](#).

### Section 2.02 Appointment Contracts

- (a) All PTK appointment agreements, including contract renewals and promotions, shall be created in the online contract system available through the Office of Faculty Affairs.
- (b) Contracts are to be issued by the unit head or a designee responsible for supervision of professional track faculty.
- (c) Consistent with II-1.06 [\*Policy on the Employment of Salaried Part-Time, Non-Tenure Track Instructional Faculty in the University System of Maryland\*](#), initial contracts for part-time PTK at any tier shall be for a period of one semester, but subsequent contracts may be for longer periods not to exceed three years.
- (d) The expected length for an initial full-time appointment at the entry-level tier (e.g., Lecturer; Assistant Clinical Professor; Faculty Specialist) is one academic year.
- (e) Multiyear contracts are strongly encouraged for full-time initial appointments and promotions at the middle- and highest-tier PTK ranks as well as for renewals at any tier.

## **Article III. PTK Promotions**

### Section 3.01 Promotion Criteria

- (a) The criteria for promotion shall be established in unit-level plans.
- (b) The College does not set a minimum time in rank for promotion eligibility.
- (c) Units may set unit-specific minimum time in rank for promotion eligibility, consistent with Campus policy.

### Section 3.02 Review Process

- (a) Promotions to the middle tier of a PTK ladder (e.g., Senior Lecturer; Associate Clinical Professor; Senior Faculty Specialist) shall originate at the unit level. The case shall be first reviewed by a unit-level PTK promotion committee that will make a formal recommendation during the review process described in the unit-level plan. The unit head will make an independent recommendation to the Dean, who is responsible for final approval. There shall be no review by the College Appointments, Promotion, and Tenure committee.
- (b) New appointments and promotions to the highest tier of a PTK ladder (e.g., Principal Lecturer; Research Professor; Principal Faculty Specialist) shall originate at the unit level. With a positive recommendation from either the unit-level PTK promotion committee or the unit head, the dossier shall be forwarded on to the College Appointments, Promotion, and Tenure committee. That committee and the Dean shall forward their independent recommendations to the Office of Faculty Affairs for Campus-level review. The final decision rests with the Provost, as specified in Campus policy.
- (c) In all PTK promotion cases originating at the unit level, if neither the unit-level committee nor the unit head makes a positive recommendation for promotion, the case shall be closed with no further review.
- (d) Review committees shall be charged to consider candidates within the context of the expectations specified in the appointment contract and in the unit's criteria for promotion.

### Section 3.03 Elements of the Promotion Dossier

- (a) In all unit-level plans, the curriculum vita and a candidate statement shall be mandatory elements of the promotion dossier. For instructional PTK, the candidate statement must address teaching. For research or creative PTK, the candidate statement must address research or creative work.
- (b) Unit-level plans may specify additional professional activities to be addressed in the candidate statement or in supplemental documents. Supplemental documents may include, but are not limited to: a teaching portfolio; student and peer evaluations; the record of student advisement and mentorship; scholarly publications and presentations; a portfolio of performances, exhibitions, or other creative work; evidence of clinical outcomes; sponsored research, fellowships, or grants; honorary awards; and evidence of professional service, public outreach, and/or community engagement.
- (c) External letters shall not be required in promotion dossiers for instructional PTK.
- (d) Unit-level plans have the option to require external letters for the promotion dossiers of research and creative PTK.

### Section 3.04 PTK Promotion Committees

- (a) The College Plan of Organization shall describe the membership and functions of the ARHU PTK promotion committee.
- (b) Unit-level plans shall describe the membership and functions of the unit PTK promotion committee.
- (c) The Dean may form an ad hoc PTK promotion committee for a review involving more than one unit.
- (d) Committees at all levels of PTK promotion review shall include professional track faculty among the members. In cases in which the unit has no eligible PTK to serve, the unit head, in consultation with the Dean, may appoint PTK from another unit and/or TTK from the unit.
- (e) PTK faculty at the same or higher rank than the one being sought shall be eligible to vote on PTK promotions.

#### Section 3.05 Timelines

- (a) Each unit shall establish an internal timeline for the first-level review.
- (b) Dossiers shall be transmitted from the unit to the College in November. The specific date will be announced at the start of the academic year.
- (c) Dossiers shall be transmitted from the College to the Campus on a timeline set by the Office of Faculty Affairs.

#### Section 3.06 Notifications and Appeals

- (a) A faculty member shall be notified in writing of the outcome of unit- and College-level deliberations. Notification shall be made in a timely manner.
- (b) Upon final notification from the Provost or President, the faculty member may appeal a negative decision based on alleged violations of procedural due process that would have had a material effect on the decision. All appeals shall be handled according to the procedures established by the Office of Faculty Affairs and shall be initiated within the period defined in those procedures.
- (c) In the case of a negative decision, the contractual terms of the existing appointment remain unchanged. A PTK faculty member who withdraws from consideration prior to final notification from the Provost or President, or who is denied promotion may be reconsidered for promotion at a future time without prejudice

#### Section 3.07 Permanence of Promotions

- (a) A promotion in PTK rank within any PTK ladder cannot be rescinded by the unit or College.

- (b) A change from one PTK ladder to another that includes a successful promotion to a higher tier (e.g., Lecturer to Associate Research Professor) guarantees permanence of the new rank.

#### **Article IV. Periodic Review of PTK**

Section 4.01 Each unit of the College shall establish its own guidelines for the periodic review of Professional Track Faculty.

Section 4.02 Periodic review shall consider instruction and advisement, research and creativity, performance and exhibition, outreach, administration and service as appropriate to the terms of appointment.

Section 4.03 Periodic reviews may be considered in contract renewals, step increases (if applicable), merit pay, and eligibility for promotion.

Section 4.04 The periodic review of PTK faculty shall include professional track faculty as peer evaluators. Peer evaluation may include the observation and assessment of instruction, research, creative work, and/or administration and service.

#### **Article V. Equity**

Section 5.01 The Dean is responsible for equity and fairness in PTK appointments, promotion, and periodic review across the College.

Section 5.02 The unit head is responsible for equity and fairness in PTK appointments, promotion, and periodic review at the unit level.

#### **Article VI. PTK Mentoring and Faculty Development**

Section 6.01 The Office of the Dean shall facilitate the mentorship and development of PTK faculty, including the availability of College-level resources and opportunities for instructional and research innovation as well as recognition of PTK achievement and distinction.

Section 6.02 Unit-level plans and practice should include written plans for PTK mentorship and faculty development.

Section 6.03 Unit-level plans should make specific reference to the unit-level resources and opportunities for instructional and research innovation as well as recognition of PTK achievement and distinction.

#### **Article VII. Approval of Unit-Level Plans and Phased Transition**

Section 7.01 No later than May 15, 2017, each unit shall submit to the Dean a written plan for appointments, promotion, periodic review, and mentoring of professional track faculty. Unit-level plans are expected to be consistent with University and College policy and guidelines.

Section 7.02 The Dean shall seek the advice of the ARHU Task Force on Professional Track Faculty to accept as written or to request modifications to the unit-level plans. Upon final approval from the Dean, unit-level plans shall take effect.

Section 7.03 The unit-level plan may include transitional provisions and phased implementation of PTK reappointments, promotions, and periodic reviews, provided that the each unit-level plan is fully operative no later than August 22, 2019.