

Department of Chemical and Biomolecular Engineering

Addendum VIII

Policy on Appointment, Mentoring and Promotion of Professional Track Faculty

The processes for appointment, mentoring and promotion of professional track faculty are those set by the relevant policies and procedures of the University, Policy II-1.00(A) and the College of Engineering. The specific document titles are:

II-1.00(A) UNIVERSITY OF MARYLAND POLICY & PROCEDURES ON APPOINTMENT, PROMOTION, AND TENURE OF FACULTY

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.

POLICY ON APPOINTMENT AND PROMOTION OF PROFESSIONAL TRACK FACULTY

A. James Clark School of Engineering

Those documents also take precedence in case of conflict with the departmental procedures stated herein.

The following acronyms are used:

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| ChBE | Department of Chemical & Biomolecular Engineering |
| PTK | Professional track |
| TTK | Tenured and tenure track |
| APPTK | Appointment and Promotions Committee for PTK faculty |
| APT | Appointment and Promotions Committee for TTK faculty |

Professional track (PTK) faculty addressed herein are individuals holding the following titles:

Instructional Titles: Lecturer, Senior Lecturer, Principal Lecturer, Clinical Assistant Professor, Clinical Associate Professor and Clinical Professor.

Research Titles: Faculty Assistant, Post-Doctoral Associate, Assistant Research Professor, Assistant Research Scientist, Assistant Research Engineer, Associate Research Professor, Associate Research Scientist, Associate Research Engineer, Research Professor, Research Scientist and Research Engineer.

Specialist Titles: Faculty Specialist, Senior Faculty Specialist, Principal Faculty Specialist.

Affiliate/Adjunct Titles: Adjunct Assistant Professor, Adjunct Associate Professor, Adjunct Professor, Affiliate Assistant Professor, Affiliate Associate Professor, Affiliate Professor.

Professor of the Practice:

The specific PTK title shall correspond to the majority of the appointee's effort, as indicated by the assignments and expectations. An electronic copy of the applicable policy will be made available prior to or at the time of appointment.

Provisions Applicable to the following PTK Titles:

The PTK Faculty Assembly shall consist of all PTK faculty with Instructional titles and all PTK faculty with Assistant, Associate and Full Professor, Scientist and Engineer titles who have at least a 50% appointment in the department. The Tenure Track (TTK) Faculty Assembly shall consist of all TTK faculty whose tenure is/will be in the department as defined in Article II Section 1.

The PTK and TTK Faculty Assemblies, collectively known as the Faculty Assembly, shall be responsible for creating, adopting and revising policies on the appointment, evaluation and promotion of PTK faculty. When unit expertise is lacking on a specific title or issue, input from experts of appropriate title and rank will be solicited from other units within the A. James Clark School of Engineering.

An electronic copy of the applicable appointment, evaluation and promotion policies and procedures will be made available to the appointee prior to or at the time of appointment, and as revisions/updates become available. The online contract management system will be used to ensure that all appointee contracts contain 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 Appointment and Promotions Committee for Professional Track Faculty (APPTK) shall consist of TTK and PTK faculty of the appropriate rank and title. When unit expertise is lacking for a specific PTK title, input from experts of appropriate title and rank will be solicited from other units within the A. James Clark School of Engineering.

Full time entry-level appointments (e.g. Assistant Research titles or lower, Instructor, Faculty Specialist) are at the discretion of the Department Chair and, when appropriate, the Faculty Supervisor. Higher-level appointments follow the recommendations of both the Chair and the appropriate APT or APPTK committee. All appointments shall be in compliance with all relevant University hiring policies

Additionally, for the first appointment in the department, of all titles, except for Assistant or lower Research titles and Faculty Specialist, the PTK faculty with Instructional and higher-level Research titles and all TTK faculty shall advise the Chair on all appointments. These faculty shall also advise the Chair and appropriate College and Campus entities on departmental matters as detailed in Article II, Section 2 of the Plan of Organization. Therefore, two distinct classes of voting privileges are designated – those that are advisory or address departmental matters or procedures, and those relegated to APT/APPTK committees. For the former, one half of the members of the PTK and TTK Faculty Assemblies shall constitute a quorum. With respect to the latter, criteria for appointment and promotion to each PTK category are detailed in the College of Engineering Policy.

The title specific departmental policies given below complement and supplement college and campus criteria.

Appointment at the Post-Doctoral Associate, Lecturer, Assistant Research Engineer, Assistant Research Professor, Assistant Research Scientist and Faculty Specialist levels

Appointments of Post-Doctoral Associates may be made at the discretion of the Chair and at the direction of the principal investigator(s) that will supervise the Post-Doctoral Associate. Appointments of Professional Track Faculty at the Lecturer, Assistant Research Engineer, Assistant Research Professor, Assistant Research Scientist and Faculty Specialist levels are at the discretion of the Chair and immediate supervisor, if appropriate. However, the PTK and TTK Faculty Assemblies shall provide their recommendation via discussion and a formal vote. A majority yes vote will be taken as a positive recommendation. For appointments to ranks that do not precisely coincide with Proposed Rank entries in the standard Eligibility to Vote Table 1, an additional vote from the PTK and TTK Faculty Assemblies will be made to decide if the appointee is allowed to vote on promotion/appointments outside their standard title. The nominee's appointment package shall contain the following:

- (1) Curriculum Vita
- (2) Professional Statement, 4 pages maximum, documenting the candidate's professional activities, administrative, and/or managerial responsibilities, productivity, creativity, and professional development
- (3) Two letters of reference, minimum

This package shall be supplied to the PTK and TTK Faculty Assemblies members prior to the vote. Criteria for appointment at this level are detailed in the College of Engineering Policy. The specific PTK title shall correspond to the majority of the appointee's effort, as indicated by the assignments and expectations documented in the offer letter.

Voting Privileges

PTK faculty appointed to the Lecturer title shall participate in all Faculty Assembly departmental matters and advisory votes to the Chair. For these lower level research titles, the PTK and TTK Faculty Assemblies will determine at the time of appointment via a separate vote if they will be given advisory voting privileges. This will be based on the appointee's overall responsibilities and contributions to the unit. The same standards will apply to the Faculty Specialist title or other title if deemed appropriate based on the appointee's overall responsibilities.

Mentoring

For the position of Lecturer, at least one mentor shall be assigned by the Department Chair, in consultation with the Lecturer. The mentor(s) shall provide feedback to the Lecturer on a regular basis, at least annually, in a format mutually decided upon by the Lecturer and mentor(s). It is recommended that the Principal Investigators supervising research-track professional track faculty also assign mentors, based on guidance given in the A James Clark School PTK Policy referenced above.

Merit evaluation

Annual merit evaluations of PTK faculty shall take place following policy stated in Addendum III, Merit Pay Distribution Plan of this Plan of Organization, with the addition of one PTK faculty member. The Merit Pay Committee shall include one voting PTK faculty member, elected by the PTK faculty in the Chemical & Biomolecular Engineering Department. Renewals of expiring PTK contracts within the appointed rank do not require additional consideration. Whenever possible, PTK faculty should be given progressively longer contracts.

Appointment or Promotion to each PTK category other than Lecturer, Post-Doctoral Associate, Assistant Research Faculty Titles, and Faculty Specialist

The department will follow all applicable university and college policies and procedures for the appointment of and promotion of PTK.

- Department policies for **Affiliate Faculty** are also discussed in Addendum V. Appointment of Affiliate Faculty Members in the Plan of Organization but are consistent with university and college policies.
- Department policies for **Adjunct Faculty** are also discussed in Addendum VII. Policy for Employment of Adjunct Faculty for Instructional Purposes in the Plan of Organization but are consistent with university and college policies.

Professor of the Practice

Approved campus, college and unit evaluation and promotion policies will be provided upon employment or when first available, consistent with University guidelines.

1. Department Appointment and Promotion Committee for Professional Track Faculty

Appointment or promotion to each PTK category (other than Lecturer, Post-Doctoral Associate, Assistant Research Faculty titles, Faculty Specialist, and Faculty Assistant) will require review and vote by the Department appointment and promotion committee for professional track faculty (the APPTK Committee). A report shall be generated that will be added to the dossier prior to the next level review. Criteria for appointment and promotion to each PTK category are detailed in the College of Engineering Policy.

a. Shared appointments

When the PTK faculty member has an appointment that is shared between more than one unit, the chairs or directors of the participating units should designate one unit to serve as the home unit for the purpose of appointment and promotion decisions. This decision should be made at the time of appointment and clearly communicated to the faculty member in writing. In such cases, a supporting letter from the chair/director (or designee) of the secondary unit should accompany the candidate's dossier.

b. Composition of Department APPTK Committee

The Department APPTK committee shall consist of all of the Department tenured or tenure-track faculty at or above the equivalent rank, as well as the PTK faculty in the same track (instructional, research or specialist), at or above the equivalent rank, as noted in the Table 1.

Table 1. Vote Eligibility

| Proposed Rank | Eligible to Vote* |
|---|--|
| Senior Lecturer | Associate Professor, Professor, Senior Lecturer, Principal Lecturer, Research Professor, Scientist, and Engineer with significant instructional responsibilities, Associate Research Professor, Scientist, Engineer and Research with significant instructional responsibilities |
| Principal Lecturer | Professor, Principal Lecturer, Research Professor, Scientist, Engineer with significant instructional responsibilities |
| Associate Research Professor, Associate Research Scientist, Associate Research Engineer | Associate Professor, Professor, Associate Research Professor, Research Professor, Associate Research Scientist, Research Scientist, Associate Research Engineer, Research Engineer |
| Research Professor, Research Scientist, Research Engineer | Professor, Research Professor, Research Scientist, Research Engineer |
| Senior Faculty Specialist | Associate Professor, Professor |
| Principal Faculty Specialist | Professor |
| Affiliate Faculty Titles | Same members eligible as for TTK faculty titles |
| Adjunct Faculty Titles | Same members eligible as for TTK faculty titles |
| Professor of the Practice | Full Professor and Research Professor |

*Listed in the table are the standard ranks and their eligibilities to vote on other ranks. At the time of appointment/promotion, based on a PTK and TTK faculty assembly vote, PTK may be granted voting privileges based on responsibilities, that are in addition to those listed in the table above.

- i. The unit Chair shall appoint a departmental subcommittee to assemble and present the case to the full APPTK committee. Subcommittee members shall be chosen based on their title, rank and expertise relative to the specific case. When additional experts of appropriate title and rank are needed, input will be solicited from other units within the college.

c. Timeline for Department-level Review of Professional Track Faculty

- i. Schedules for APPTK promotion meetings will be announced to all PTK faculty in a manner that allows PTK faculty adequate time to request consideration for promotion.
- ii. New APPTK appointments and promotions may be made at any time during the calendar year, subject to university and college guidelines.
- iii. PTK instructional faculty shall be eligible to be considered for promotion during the semester after 5 calendar years of full-time service (for example, after their 10th

semester for 9-month appointees). Early promotion will be considered on a case-by-case basis for exceptional candidates. A candidate can make a request to the Chair to be considered for promotion.

- iv. Any existing PTK research faculty member who meets the eligibility criteria may request to be considered for promotion to the next rank. Nominations for promotion can be initiated by fellow PTK or TTK faculty. Promotion criteria for research faculty normally parallel those for TTK faculty as discussed in the in the A James Clark School PTK Policy referenced above. New appointees must be nominated for appointment by an existing tenured or tenure-track faculty member in the unit (normally the individual's supervisor or principal investigator). In such cases, the nominating letter must accompany the candidate's dossier. There are no specific timelines for research appointments. A candidate can make a written request to the Chair to be considered for promotion by November 1st or the deadline set by the Clark School of Engineering.
- v. The Department APPTK committee will meet as needed to consider all promotions to the ranks of Senior Lecturer, Principal Lecturer, Associate Research Professor, Research Professor, Associate Research Scientist, Research Scientist, Associate Research Engineer, Research Engineer, Senior Faculty Specialist, and Principal Faculty Specialist. At least two weeks' notice will be given for each meeting and the dossier will be available at least one week before the meeting.
- vi. PTK faculty will be notified in writing, of all promotional decisions. The notifying authority is given in the Campus and College documents referenced above. Promotions at the highest level are communicated by the Provost. Promotions to lower ranks are communicated by the Department Chair.

d. Procedural guidelines for Professional Track Faculty promotion

The candidate-provided items must include the following:

- i. Curriculum Vitae

- ii. Professional Statement, 4 pages maximum, documenting the candidate's professional activities, administrative, and/or managerial responsibilities, productivity, creativity, and professional development

Additional requirements to the dossier include:

For Senior Lecturer and Principal Lecturer

- i. Teaching Portfolio, including a summary of instructional activities, course enrollments, and student evaluations for a time period relevant to the promotion.
- ii. For promotions of candidates who are presently appointed in the college, the unit must organize and conduct at least one peer evaluation in which another (professional, tenured, or tenure-track) faculty member, appointed by the APPTK committee chair, observes the candidate in an instructional setting and provides a concise evaluative summary to be reviewed by and included in the candidate's dossier.
- iii. No letters are required for promotion to Senior lecturer; 2 outside the department letters are required for Principal Lecturer (1 candidate's choice and 1 chosen by the review committee). The number of letters requested will be consistent with the college policies.

For Associate Research Professor, Associate Research Scientist, Associate Research Engineer, Research Professor, Research Scientist, and Research Engineer

The Department must request letters of reference for the candidate. In order to solicit unbiased and confidential assessments, the request for letters must be issued by the unit (not the candidate) and should describe the criteria for the promotion and appointment, and must contain, at minimum, the candidate's CV, Professional Statement and letters (amount requested will be consistent with College policies).

For all research faculty, a letter from the candidate's current or expected direct supervisor may be substituted for a solicited letter. The letters are to be included in the candidate's dossier for all future voting and consideration.

For Senior Faculty Specialist and Principal Faculty Specialist

The Department must request letters of reference for the candidate. In order to solicit unbiased and confidential assessments, the request for letters must be issued by the Department (not the candidate), and should describe the criteria for the promotion and appointment, and must contain, at minimum, the candidate's CV and professional statement. The final dossier must include at least 2 letters. A letter from the candidate's current or expected direct supervisor may be substituted for one solicited letter. The letters are to be included in the candidate's dossier for all future voting and consideration.

2. Department procedures for voting on appointments and promotions

Decisions on appointment and promotion will be made based on the stated evaluation criteria, given in this Plan of Organization and the A James Clark School of Engineering PTK Policies referenced above, and the candidate's performance. Voting will be conducted electronically using secure campus services. The dossier will be made available at least one week before the APPTK committee meeting. Voting on Lecturer appointments are advisory to the Chair and do not require APPTK follow up, but appointments to Senior or Principal Lecturer do require an APPTK vote. All other voting discussed below is in accordance with university and college policies, procedures and guidelines. A simple majority will be taken as a positive vote.

Voting for all appointments and promotions to the ranks of Senior Lecturer, Principal Lecturer, Associate Research Professor, Research Professor, Associate Research Scientist, Research Scientist, Associate Research Engineering, Research Engineer, Senior Faculty Specialist, and Principal Faculty Specialist will be done at a convened meeting of the APPTK Faculty Assembly. The meeting may be physical or conducted by university sanctioned electronic means, as appropriate. Electronic balloting will occur at the end of discussions.

Upon completion of the Department vote, the following must be added to the dossier:

- i. Concise summary of the vote
- ii. Letter from the Department Chair

For appointments and promotions to Senior Lecturer, Associate Research Professor, Associate Research Scientist, Associate Research Engineer, and Senior Faculty Specialist, the final dossier and unit recommendation is forwarded to the College for a final decision by the Dean or designee.

For appointments and promotions to Principal Lecturer, Research Professor, Research Scientist, Research Engineer, or Principal Faculty Specialist, the final dossier and unit recommendation is forwarded for consideration by the College APPTK committee.

The process for appealing a negative decision has been established by the Office of Faculty Affairs and has been adopted herein. Negative decisions for promotion do not preclude renewal of the existing PTK appointment.

Promotions cannot be rescinded. Upon promotion, efforts will be made to provide PTK faculty with progressively longer contracts.

3. Annual Faculty Activity Report Submission

All second and third level positions (those listed in Table 1. Vote Eligibility above, first column, except affiliate and adjunct positions) are required to submit an annual report describing their activities. The system for reporting will follow the UMD-approved mechanism. Those considering to be promoted from the equivalent assistant level or postdoc to the next level, should begin to submit these reports three years before promotion.

***Policy draft developed by a committee consisting of the Chemical and Biomolecular Engineering Faculty assembly committee (Ray Adomaitis, Dongxia Liu and Panos Dimitrakopoulos), the Department Chair (Sheryl Ehrman), and professional track faculty members (Audaldo Ponce and Deborah Goldberg). Revisions made by committee consisting of ChBE faculty assembly chair Jeff Klauda and Emeritus Prof. Rich Calabrese.