

This document incorporates changes adopted during the Nov 2006, Feb 2007, Dec 2008, June 2010, November 2010, August 2012, November 2013, February 2014, November 2020 Faculty Assembly Meetings. Approved by the Engineering Council on April 18, 2006. Changes with underscore indicate changes since the Plan was last approved by the Engineering Council.

PLAN OF ORGANIZATION

Department of Chemical & Biomolecular Engineering

University of Maryland

Article I.

The plan of organization for the faculty, student body, and staff of the Chemical & Biomolecular Engineering Department allows for the formation of three bodies within the department as follows: (1) the program engineering faculty assembly, (2) the program engineering student organization, and (3) the program engineering staff organization. The three organizations are the general electorates of their respective members. The criteria for membership in one of the respective organizations are the same as outlined in the plan of organization of the College of Engineering.

The powers, duties and privileges of these three bodies shall be exercised in cooperation with and under the authority provided by the plan of organization of the campus community of the University of Maryland, College Park, and the plan of organization of the College of Engineering subject to the jurisdiction of the Board of Regents.

The chief administrative officer of the department is the Chair of Chemical & Biomolecular Engineering. The responsibility for appointment and reappointment of this officer is with the dean of engineering with the consultation of the appropriate faculty and staff organizations. The duties, responsibilities, and privileges of the chair are set forth in the Operational Guidelines of the Department.

Article II. The Chemical & Biomolecular Engineering Faculty Assembly

Section 1. Membership

All full time employees who are engaged in instructional and/or research activities of the Department of Chemical & Biomolecular Engineering who hold a tenured or tenure-track academic appointment in the Chemical & Biomolecular Engineering Department are members of the Chemical & Biomolecular Engineering Faculty Assembly.

Section 2. Functions

The functions of the faculty assembly shall be:

- a. To adopt the Plan of Organization of the Chemical & Biomolecular Engineering Department and amendments thereto,
- b. To act as the electorate of the faculty of the Chemical & Biomolecular Engineering Department,
- c. To act as a referendum body,
- d. To seek and receive information of general program interest from the Engineering Council, the Dean of Engineering, the Department Chair, and the Other Administrative Officials, and
- e. To advise the Dean of Engineering, the Department Chair, or the Engineering Council, upon request or its own initiative, on any matter of concern to the Program and its constituents, such as but not limited to the following:
 1. A professional code of ethics for the faculty which shall recommend policies on consulting, professional conduct, and sabbaticals;
 2. Data and recommendations on salaries and fringe benefits;
 3. Policies and guidelines for appointments, promotions and granting of tenure;
 4. The results of all polls or elections including but not limited to promotions, appointments, granting of tenure.

Section 3. Meetings

The Faculty Assembly shall hold at least one regular meeting each semester at a time and place designated by the Organizational Committee of the Assembly (see Section 5 below). Additional meetings may be called by this committee or on petition of three members of the assembly. At least ten days notice will be given for the meeting. Minutes of each meeting will be kept and sent to each member within two weeks of the meeting. One-half of the members of the faculty assembly shall constitute a quorum. Topics may be placed on the agenda by the Organizational Committee of the Assembly or by petition of 2 members of the faculty.

Section 4. Order or Business

Parliamentary procedure shall follow the latest edition of “Robert’s Rules of Order”. The order of business will be consistent with the College of Engineering Plan of Organization.

Section 5. Committees

There are the following standing committees in the Department: Organizational committee, Salary Review committee, committee for Periodic Evaluation of Tenured Faculty, and Infrastructure and Services committee. The Faculty Assembly shall elect the committee members for the academic year at the last regular meeting during the previous academic year. The duties of each committee are defined in Addenda to the Plan of Organization and/or Operational Guidelines as appropriate.

Section 6. Polls and Elections

The results of all polls and elections will be available to all faculty eligible to vote in the poll or election.

There will be an annual vote of confidence for the Department Chair. This vote will be held during the regular academic year by secret ballot.

The responsibilities of the Department Chair are set forth in the Operational Guidelines. Unless restricted by university regulations, decisions based on these responsibilities are subject to faculty review and may be vetoed by 2/3 of voting faculty.

Section 7. Bylaws and Operational Guidelines

The Assembly may adopt bylaws which shall govern proceedings of the Program. The Assembly may adopt operational guidelines which set forth the duties, responsibilities, and privileges of the Department Chair and the individual faculty.

Section 8. Adoption and Amendments

The Plan of Organization shall be adopted or amended by a majority vote of the members of the Faculty Assembly. There shall be a review of the plan or organization by the faculty assembly at least every five years.

Article III. The Chemical & Biomolecular Engineering Student Organization

Membership, responsibilities, and privileges are consistent with Article III of the College of Engineering Plan of Organization.

Article IV. The Chemical & Biomolecular Engineering Staff Organization

Membership, responsibilities and privileges are consistent with Article IV of the College of Engineering Plan of Organization.

ADDENDA TO THE PLAN OF ORGANIZATION

Addendum I. Annual Address By Department Chair

The Department Chair shall address the faculty assembly annually concerning the state of the department. The report should cover departmental strengths and weaknesses, accomplishments and disappointments, financial matters, and future plans and goals. The financial report should be both informative and detailed, particularly with respect to income and discretionary expenditures for all sources of funds (e.g. operating, unrestricted, DRIF, Foundation).

Addendum II. Policy on Periodic Evaluation of Faculty Whose Tenure Is Located in the Department of Chemical & Biomolecular Engineering

In accordance with the requirements of the Policy on Periodic Evaluation of Faculty Performance outlined by the College Park Senate, the Department of Chemical & Biomolecular Engineering proposes to review its tenured faculty every five years. This review shall be comprehensive. The purpose of the review is to

- 1) recognize long-term meritorious performance;
- 2) improve quality of faculty efforts in teaching, scholarship, and service;
- 3) increase opportunities for professional development; and
- 4) uncover impediments to faculty productivity.

The documentation used for the review shall consist of the following

_____ Annual Faculty Review Forms

_____ Merit Pay Review reports

_____ Self Statement

The self statement, which shall constitute the principal instrument for review, shall be a written report generated by the faculty under review that addresses for the period of review the following:

- 1) _____ teaching, advising, and other educational activities;
- 2) _____ research, scholarly or creative activities; and
- 3) _____ documented service activities to the university, state, nation, professional community, or other organization.

This written report shall be appraised by a review committee which will prepare a written appraisal for each reviewed faculty. The report is to be provided to the faculty member who may, if he or she so elects, respond to the report. The response and report then constitute the final appraisal. The appraisal report stays in the Department and is to be used to evaluate a faculty member as stated in the Senate policy.

The review committee shall be elected by the entire faculty. The committee shall consist of three Full Professors. This committee shall be elected annually.

In order to phase in this review process into our system we shall review two faculty each year starting in 1997. The review process shall start with the most senior faculty working down to the most junior faculty who have not been reviewed within the last five years or have not been promoted during the last five years.

The review committee's evaluation, the faculty member's documentation and the faculty member's rebuttal, if one exists, shall together constitute the overall evaluation. These documents shall be the basis of discussions between the faculty member and the chair and shall occur before the end of the year in which the faculty member has been evaluated.

The documentation used for the review shall consist of the following

All Faculty Activity Reports (FAR) for the past 5 years

Teaching evaluations as provided by the courseevalum website

A current signed CV

A personal statement from the faculty member, no longer than 4 pages

The personal statement shall be a written report generated by the faculty under review that addresses for the period of review the following:

- 1) teaching, advising, and other educational activities;
- 2) research, scholarly or creative activities; and
- 3) documented service activities to the university, state, nation, professional community, or other organization.

The portfolio of materials shall be appraised by the review committee which shall be elected by the entire faculty. The committee shall consist of three Full Professors. This committee shall be elected annually.

By employing evaluation criteria consistent with those used for the annual Merit Pay evaluations, the review committee shall determine whether the reviewed tenured faculty member "meets or exceed department overall expectations" or "does not meet department overall expectations". The report is to be provided to the faculty member who may, if he or she so elects, respond to the report. The faculty portfolio, including the optional written response, shall be submitted to the department Chair. The review procedure as well as the timing of each step in the process, including appeal procedures, shall be consistent with Clark School policies as defined in the Attachment to the Department Plan of Organization, titled "Clark School of Engineering Guidelines for Implementing the Current Post-Tenure Faculty Evaluation Policy."

For those faculty with joint appointments in another academic or research unit of the University, the documentation used for the review will also include activities required to support the portion of the joint appointment outside the Department of Chemical & Biomolecular Engineering. The review committee will consider in its deliberations all contributions of a faculty member. The documentation will also be made available to the head of the other unit, who will be requested to provide written comments to the review committee and/or the chair of the Chemical & Biomolecular Engineering Department. These comments will be provided to the faculty member who may, if he or she elects, respond to them. The comments of the head of the other unit, and the faculty member's

response, if one exists, will become part of the overall evaluation, on which the discussions between the faculty member and the chair will be based.

The purpose of the discussions will be to create an atmosphere that would assist the faculty member in playing a significant role in the department and in performing meritorious work. In case the review is positive, it is hoped that there shall be a mechanism to reward the faculty member. In the event the report is negative, it is hoped that the chair and faculty member shall prepare a written plan, with firm time lines, to enhance the performance of the faculty member.

Addendum III. ~~Salary Review~~ Merit Pay Distribution Plan

Merit Pay Committee

The faculty of the Chemical & Biomolecular Engineering Department desire to provide annual input to the Chair regarding faculty raises. Each voting member of the faculty assembly, with the exception of the Chair, is eligible to be a member of the review committee to advise the Chair. The review committee will be elected annually by the voting members of the faculty assembly via secret ballot. The committee will consist of three of its members and will include both tenure-track and tenured faculty. Insofar as possible, the Merit Pay Committee's composition over a period of years will reflect the scholarly interests, gender and racial distribution of the Department. A faculty member may not serve more than two consecutive years on the Committee.

Each year the Department will provide the Committee with documentation of faculty achievements for the immediately preceding year, including the Faculty Activity Report. The review will be based on the annual review form for the current year, a current resume, a current curriculum vitae, and any additional information provided by the faculty member addressing teaching and advising, research and creative activities and service. These documents will be retained by the Committee for at least three years, or until they are no longer to be used during faculty evaluations. For non-tenure track faculty, only material appropriate for their duties in the Department are required, e.g. instructional faculty are not required to have a research component.

The review committee will be elected by the voting members of the faculty assembly and will consist of three of its members. The committee will provide an independent assessment to the Chair that will address (1) teaching and advising, (2) research and creative activity, and (3) service. For non-tenure track faculty, the

assessment is limited to the duties of the faculty and the Chair will notify the committee on which dimensions should be assessed for a particular non-tenure track faculty. The evaluation will reflect performance over at least the immediate past three years. For each year when merit pay is not available, the achievements of faculty members for that year will be taken into consideration during the next year in which merit pay is available. Measures to be used in this assessment will include (when appropriate) the quantity and quality of publications in refereed journals and other appropriate indicators of scholarly accomplishments, success in acquisition of research funding, teaching contributions, evidence of active mentoring of students and postdocs, level of service on departmental, college and campus committees, and leadership contributions to external professional organizations, journals and conferences. Each of these categories as well as the overall performance will be assessed a grade of either (1) exceeds expectations, (2) meets expectations, or (3) does not meet expectations. Each member on the Merit Pay Committee will be evaluated by the two other committee members. The results of the evaluations will be forwarded as a single report to the Chair and used in deciding faculty raises.

The Merit Pay Committee will certify that they have followed the Department's Merit Pay Distribution Plan, or will provide a rationale in any situations where they have deviated from the Plan.

Department Chair's Responsibilities

The Chair has the authority and responsibility to determine merit increases and merit dollar distribution, subject to the approval of the Dean. However, the Chair will be advised in this endeavor by the Merit Pay Committee as outlined above. Merit pay will generally be distributed in dollar increments rather than as a percentage of salary. The Chair will report to the Merit Pay Committee his/her final salary recommendations.

Each year the Chair will review the makeup of the Merit Pay Committee over the previous five years to assure that a reasonable representation of the faculty has been achieved, and if it has not, the Chair will take appropriate actions to rectify the situation.

Each faculty member will receive a letter from the Chair containing his/her new salary and the salary increase. The letter will identify in general terms the Merit Pay Committee's evaluation of the faculty member and how this was used to assign the merit increase. The letter will inform the faculty member that he/she may request a meeting with the Chair to receive an explanation of the merit pay decision. Faculty members have the right to appeal the merit pay decision via a formal letter to the Chair.

The Chair will evaluate the salary structure of the Department annually and consult with the Dean to address salary compression or inequities that have developed in the Department.

The Chair will certify that he/she has followed the Department's Merit Pay Distribution Plan, or will indicate areas where deviations have occurred with a rationale.

Implementation

The three-year duration of faculty evaluations will be phased in over three years following the approval of this plan by the campus; this will permit accumulation of faculty achievement documentation.

Addendum IV. Promotion and Tenure Review

The criteria for tenure and promotion are those set by the relevant policies and procedures of the University and the College of Engineering. Those documents also take precedence in case of conflict with the procedures stated herein.

The Appointment, Promotion and Tenure (APT) review committee of the Department of Chemical & Biomolecular Engineering is the First-Level review committee for Chemical & Biomolecular Engineering under University policies. It shall consist of all tenured members of the Chemical & Biomolecular Engineering Faculty Assembly, with such membership defined in the Department's Plan of Organization, who are at or above the rank to which the candidate seeks promotion or appointment. However, the Department Chair and any other members of the Faculty Assembly who may occupy higher level administrative positions at the University that require them to make their own separate recommendation on the candidate's case are not members of the APT committee. The Department Chair may be present at meetings of the APT committee to answer relevant questions.

Tenure-track faculty shall be provided annually with an informal assessment by the Department Chair following upon consultations with the Department's faculty of their progress towards tenure. This assessment includes a written summary of progress towards tenure and promotion, which is signed by the faculty member upon receipt. The faculty member is given an opportunity to reply, in writing, to this summary.

In cases where review for tenure and promotion or for promotion alone is not mandatory, the candidate should request such a review in writing to the Department Chair by the end of the academic year prior to the academic year during which the review will take place. If a faculty member must be given a formal review for

tenure in accordance with University policies, no such request is necessary.

For each candidate to be reviewed, the Department Chair shall appoint, from among the members of the APT committee, an APT sub-committee, including a person to chair the sub-committee and also chair the meetings of the APT committee on that candidate. This should be done by July 1 prior to the academic year of review, and notification of the sub-committee members given to all members of the Faculty Assembly at the time of appointment. The spokesperson for the APT committee for each candidate shall be appointed by the APT committee from among its membership and may be the person appointed to chair the APT sub-committee for the candidate.

The APT sub-committee for each candidate has the task of timely gathering any information and documents, from the candidate and other sources, required by University and College of Engineering procedures as part of the responsibilities of the First-Level review committee. It also has the tasks of preparing the Descriptive Report and requesting external letters of evaluation following University and College of Engineering policies and procedures. The request for letters from external evaluators should be made at the beginning of the Fall semester and no later than two weeks from the first day of classes. The APT sub-committee, in coordination with the candidate, shall prepare and make available to all members of the APT committee a dossier by November 1 or two weeks prior to the date by which the Department's recommendation has to be made to the College, whichever is earlier. The sub-committee may continue to add to the dossier after this date, and until the APT committee meets to review the case, any late information it receives; e.g., late external evaluation letters, but every effort should be made to have a complete dossier no later than two weeks before the College deadline for a recommendation by the Department. The candidate may continue to update factual information on his/her C.V. up to the time that the APT committee shall meet to review the case. Additions to the dossier after the APT committee has reviewed the case are governed by College and University policies and procedures. The APT committee shall meet and review the case in time to report a recommendation by the deadlines set by the College of Engineering.

Addendum V. Appointment of Affiliate Faculty Members

Affiliate status within the Department of Chemical and Biomolecular Engineering will be open to faculty members within other units of the University of Maryland College Park. Designation of Affiliate status must be of benefit to the research and teaching mission of the Department. Affiliate status will be granted for three years by vote of the Faculty Assembly. The ability of an Affiliate to teach ChBE courses, crosslisted courses and joint

electives will be desirable. Affiliates should have teaching and/or research collaborations with members of the regular faculty. Participating in ChBE thesis committees by Affiliates will be encouraged. Affiliates will be eligible to advise or coadvise ChBE graduate students, but preference in the assignment of graduate students will be given to members of the regular faculty.

Addendum VI. Family Leave Teaching Relief

The Department of Chemical and Biomolecular Engineering will grant one semester of classroom teaching relief upon the request of any faculty member who becomes the parent of a child by birth or adoption, within one year of the event, including before the birth of a child if requested. There shall be no requirement to make up the classroom teaching, for example by increased loads in other semesters.

Addendum VII. Policy on Employment of Adjunct Faculty for Instructional Purposes

This policy applies to Adjunct Faculty defined as faculty who are:

1. Employed to provide instructional services;
2. Neither tenured, nor eligible for tenure; and
3. Appointed to teach specific courses and compensated either
 - a. On a course-by-course basis or
 - b. On a salaried appointment at less than 50% FTE and are ineligible for health benefits.

Recruitment, Selection, Verification of Credentials of Adjunct Faculty

All regular members of the ChBE faculty may nominate persons for consideration as Adjunct Faculty employed to provide instructional services. Interested potential Adjunct Faculty may self nominate via written communication with the Department Chair. Adjunct Faculty candidates must meet the minimum required University credentials, to be verified by the Department Chair.

Appointment of Adjunct Faculty

Adjunct Faculty shall be appointed by the Chair with input from the Undergraduate or Graduate Studies Committees as appropriate based upon the course(s) to be taught by the Adjunct Faculty. Appointment letters must follow the

University template for Adjunct Faculty.

Providing Programmatic and Administrative Information and Teaching Support

The Chair shall provide the Adjunct Faculty necessary information regarding teaching assignment(s), ordering textbooks, opportunities to participate in shared governance, and grievance procedures. The Chair shall provide Adjunct Faculty with support for teaching including access to Department teaching materials, and support for teaching including facilitation of peer evaluation of teaching if appropriate.

Evaluation of Adjunct Faculty Performance

The Chair and Undergraduate and/or Graduate Program Directors, as appropriate, shall review the teaching records, including student evaluations, of courses taught by Adjunct Faculty on an annual basis. The Chair shall prepare a written review of each Adjunct Faculty member on an annual basis that shall address the Adjunct Faculty member's teaching performance. These reports shall be made available for review by members of the ChBE faculty assembly, for a period of 10 days.

Promotion of Adjunct Faculty

Adjunct Faculty members are eligible for promotion to Adjunct II status, and may apply for this promotion following University procedures.

Termination of Appointment

Adjunct Faculty members have full access to the University's Faculty Grievance Procedure, which is accessible at: <http://www.president.umd.edu/policies/ii400a.html>

If an Adjunct Faculty member's appointment is to be terminated before the end of its term, the Adjunct may request a meeting with the Department Chair, or Associate Dean for Faculty Affairs, to discuss the decision.

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:

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

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

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

*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.

BYLAWS AND OPERATIONAL GUIDELINES

Department of Chemical & Biomolecular Engineering

BYLAW I. Annual Faculty Performance Review

The chair shall meet each faculty member to discuss the faculty performance evaluation including but not limited to the peer review component prior to forwarding salary recommendation to the dean.

OPERATIONAL GUIDELINE I. Tenure Track Faculty Appointments

It is the prerogative of the department chairperson to recommend to the dean of the college of engineering and other administrative levels the appointment of assistant, associate, and full professors.

In making his recommendation the guidelines to be followed are:

- a. that the appropriate faculty members have had a vote for tenure prior to the recommendation for appointment to the rank of associate or full professor, and,
- b. that a meeting of the members of the Department Faculty Assembly be held to discuss qualifications and suitability of all tenure track appointments prior to their recommendation. The C.V., letters of recommendation and any other supporting documents of the faculty candidate must be available for faculty perusal before and during the meeting. At this meeting there will be a poll of the appropriate faculty by secret ballot regarding the recommendation for appointment. The result of this poll will be included with the chairperson's recommendation to the dean and other administrative levels, and,
- c. subsequent to the meeting where the poll was taken the chairperson of the Department will inform the faculty of his/her recommendation for appointment.

OPERATIONAL GUIDELINE II. Organizational Committee (a Standing Committee of the Faculty Assembly)

The Faculty Assembly will elect three members by secret ballot. The committee chair will be selected by the elected committee members prior to the beginning of the academic year of their term and so inform the Chair of

the Organizational Committee of the previous year. The Chair of the Organizational Committee will also chair meetings of the Faculty Assembly.

OPERATIONAL GUIDELINE III. Infrastructure and Services Committee (a Standing Committee of the Faculty Assembly)

The Faculty Assembly will elect three members by secret ballot. The committee chair will be selected by the elected committee members prior to the beginning of the academic year of their term and so inform the Chair of the Organizational Committee of the previous year. The Department Chair shall be an ex-officio, non-voting member of the Infrastructure and Services Committee.

The Infrastructure and Services Committee shall advise the Department Chair on planning, policy and procedural matters, including but not limited to the following:

- Infrastructure matters.
- Support staff for administration, laboratories and computing.
- Various support services provided to Faculty and students.

Meetings of the committee will be called by the committee Chair, as needed, and at least once in each semester of the academic year, prior to the regular Faculty Assembly for that semester. The committee shall make a report at each regular Faculty Assembly.

The following Operational Guideline was adopted during the April 24, 2003, Faculty Assembly meeting (It was sent to the Chair of the Engineering Council and to the Dean of Engineering for their information).

OPERATIONAL GUIDELINE IV. Quorum and Balloting for the Appointment, Promotion and Tenure Review Committee

The membership, duties and related deadlines for the Appointment, Promotion and Tenure (APT) review committee are set in the Chemical & Biomolecular Engineering Plan of Organization, as well as the Plans of Organization and related policies of the College of Engineering and of the University and those take precedence over the Operational Guidelines set herein in case of conflict.

One half of the members eligible to participate in the APT review committee for a candidate shall constitute a quorum for a meeting of the committee. Members who cannot attend, but who wish to submit an absentee ballot, may provide the APT meeting Chair with comments in writing prior to the meeting, which will be communicated to the faculty present at the meeting.

The APT meeting Chair will provide at least two weeks prior notice for the meeting to the committee members and reiterate to them the University requirement that they have to attest to the fact that they have read the dossier of the candidate under review and that they have the option to provide absentee ballots directly to him or her if they cannot attend the upcoming meeting. The APT meeting Chair will ascertain which faculty members intend to be present and which intend to provide absentee ballots.

Voting at the meeting will be by secret balloting. The APT meeting Chair and another committee member designated at the meeting will be responsible for counting and announcing the votes. Members not present at the meeting, who are voting by absentee ballot, must provide those ballots to the APT meeting Chair, who will share the vote on those ballots with the member designated to assist with counting.

All absentee ballots received prior to a meeting, will be placed together with the ballots cast at the meeting prior to counting. The names of the faculty that cast absentee ballots and the total vote count will be announced at the meeting. Absentee ballots sent in time but not received by the APT meeting Chair prior to the meeting, will still be counted following the meeting by the APT meeting Chair and the member designated to assist with counting, and be part of a final vote count, which will be communicated to all faculty eligible to participate at the meeting and to the Department Chair.