

Clark School of Engineering

Office of the Dean

Policy for Appointing, Evaluating, and Promoting Professional Track Faculty

Approved by University Office of Faculty Affairs, June 13, 2020

I. Purpose and Background

Professional track (PTK) faculty play an essential role in the School's overall mission. The Dean's Office hires and promotes PTK faculty within the Dean's Office itself and within its Administrative Units. This document defines the policy for appointing, evaluating, and promoting PTK faculty *with a primary appointment in the Dean's Office*, which is defined as the Dean's Office of the Clark School, Engineering Information Technology, Maryland Technology Enterprise Institute, and the Office of Advanced Engineering Education. A primary appointment is defined as 50% or more of their appointment in any one, or combination of, these units. For faculty members with a secondary appointment in the Dean's Office, the primary unit is responsible for handling appointment, evaluation, and promotion, with the Dean's Office providing input as a secondary.

II. Campus Requirements

University AEP policies ([UM Guidelines for Appointment, Evaluation, and Promotion of Professional Track Faculty](#) and [II-1.00\(A\) University of Maryland Policy & Procedures on Appointment, Promotion, and Tenure of Faculty](#)) and College APPTK policies ([A. James Clark School of Engineering Policy on Appointment and Promotion of Professional Track Faculty](#)) are incorporated by reference and override any conflicting provisions herein. These documents are included as appendices. University PTK policies ([II-1.00\(F\)](#), [II-1.05](#), [II-1.06](#)) also apply.

Notification. This Policy will be provided to faculty members by making it publicly available online on ClarkNet (<https://clarknet.eng.umd.edu/content/faculty-affairs>), and PTK faculty hired with a primary appointment in the Dean's Office shall be provided with a copy prior to appointment.

III. Qualifications

Decisions on appointment and promotion shall be made based on the evaluation criteria and performance review, including time in rank, described in the document *Guidance on PTK Titles, Ranks, and Appointments*

and Promotions in Engineering, included in the appendix and available online on ClarkNet (<https://clarknet.eng.umd.edu/sites/default/files/documents/PTK%20titles%20description.pdf>).

IV. Contract

A PTK faculty member appointed in the Office of the Dean will sign a contract. The contract will stipulate the specific duties and the % FTE dedicated to each of the domains (teaching, technical support, research, administration, service). The PTK faculty contract is based on primary duties, appointment type, and rank. The contract will include the following.

- salary
- detailed duties and expectations (by % FTE)
- reporting and supervision
- notification date about renewal or non-renewal

V. Duties and Expectations

Contracts will specify duties and performance expectations at the time of hiring. Contracts will be reviewed on a periodic basis, preferably annually during evaluations or when a substantive permanent change in duties occurs, to ensure current relevance of the duties and expectations. For faculty active in more than one of the five domains of academic activity (teaching, research, technical support, administration, and service), the contract shall explicitly establish the scope of the appointee's efforts in each dimension and the expectations in each. PTK faculty are not obliged to perform duties that are not in their contracts. (Contracts may specify "other duties" as required, with an associated FTE.)

Activities performed outside of those specified in the contract can be undertaken by mutual consent. If activities that were not specified in the contract but that are undertaken by mutual consent begin to demand a significant time commitment (>10% FTE), they will be added to the contract at that time.

The faculty member may, without consulting their supervisor, engage in service, such as taking a role in the University Senate or in their professional society, if it represents a voluntary commitment that does not require more than a few hours per week and does not improperly interfere with the performance of their duties. Likewise, they are encouraged to avail themselves of appropriate professional development opportunities.

PTK faculty contracts include standard language for termination prior to the end of appointment. Whenever possible, PTK faculty should be given progressively longer contracts, e.g., 3-year contract for mid-level appointments and 5-year contract for the highest-level appointments.

VI. Mentoring

In line with [campus guidelines](#) concerning TTK faculty mentoring, and in accordance with the UM guidelines for PTK faculty, supervisors and PTK faculty hired at an entry level rank will jointly develop a multi-year

mentoring plan at the time of hire. The mentoring plan will include assigning a mentor (either TTK or PTK) other than the supervisor, in consultation with the PTK faculty hire, as well as written professional development goals. The mentor can be changed at a later date upon request of the mentee.

PTK faculty hired at higher ranks and their supervisors will co-develop a 1-year mentoring plan; thereafter, these faculty will become mentors of less experienced faculty.

Mentors shall encourage, support, and assist these faculty members and be available for consultation on matters of professional development. Mentees are encouraged to submit evaluation materials on an annual basis for feedback from the mentor. Mentors shall provide feedback on a regular basis, at least annually, in a format mutually decided upon by the mentor and the mentee. Favorable informal assessments and positive comments by mentors are purely advisory to the faculty member and do not guarantee a favorable promotion decision.

VII. Representation

PTK faculty in the Dean's Office at the highest rank are eligible to participate in the College APPTK Committee, but they may not vote on cases from the Dean's Office. However, for the first level review in the Dean's Office, all PTK faculty of the same or higher rank are eligible to vote on cases.

Any adoption or revisions to this policy will be voted on by the Dean, the Associate Deans, and PTK faculty with primary appointments in the Dean's Office, (collectively, "the **Dean's Office Faculty**"). A vote of >50% of a quorum of the Dean's Office faculty constitutes a positive vote. A quorum will consist of at least 2/3 of the Dean's Office faculty. **Any adoption or revisions will not take effect until final approval by the Engineering Senate.**

VIII. Performance Evaluation

An annual performance evaluation will be made for each PTK faculty member. Supervisors shall provide formal feedback annually using the PRD or equivalent.

IX. Appointment and Promotion Procedures

Individuals may choose to stay at a given rank. Any candidate who meets the eligibility requirements for promotion may request to be considered; promotion is initiated by the candidate by letter to the supervisor by October 1. **The supervisor will also provide this letter to the Associate Dean for Faculty Affairs within 10 business days after receipt from the candidate.** It is expected that only candidates with at least a reasonable chance for promotion will request consideration; to support the request, the candidate may compile the materials required for the package for an optional pre-promotion review with their supervisor or by the Dean's Office APPTK committee. A PTK faculty member cannot be prohibited from applying for promotion because of budget considerations. All cases will be reviewed and voted upon by the previously defined eligible TTK and PTK faculty within the Dean's Office.

IX.A Deadlines

New appointments are processed throughout the year. The College APPTK Committee will meet on an as-needed basis to consider new-hire cases at the mid- and highest levels.

Promotion packages for the mid-level ranks (Senior, Associate) are due to the Associate Dean for Faculty Affairs by February 1. APPTK subcommittee votes for promotions to mid-level ranks will be completed by March 31 for a July 1 implementation for 12 month and August 23 for 9 month appointments.

Promotion packages for the highest rank are due to the Associate Dean for Faculty Affairs at the same time as the deadline for TTK packages that year, typically by November 1. Subcommittee votes for appointments to mid-level ranks will occur in time to meet campus deadlines for package submission.

IX.B Promotion Committee

A candidate for promotion or appointment to the mid- or highest rank will be assigned a committee comprising two members of the Dean's Office Faculty, at least one of whom is a PTK faculty and excluding the Dean, to work with the candidate to prepare the package for review, to propose names of external evaluators, etc. If it makes sense, one or both members can instead be drawn from other units in the college, and a third member could be added. The promotion sub-committee chair is appointed by the Dean or their designee, and will assemble and submit the candidate's materials.

IX.C Materials to be Submitted

The list of materials to be submitted is given in *Description of PTK Titles, Ranks, and Appointments and Promotions in Engineering* (<https://clarknet.eng.umd.edu/sites/default/files/documents/PTK%20titles%20description.pdf>), attached as an appendix. If upon reviewing the materials, the Dean or the APPTK committee has questions or concerns, they may ask the candidate's committee chair for clarification and/or additional information.

The supervisor must request letters from external or internal evaluators for the candidate, depending on what is called for in the list of materials for the title and rank. In order to solicit unbiased and confidential assessments, the request for letters should describe the criteria for appointment or promotion to the desired rank, and must contain, at a minimum, the candidate's CV, professional statement and a description of the candidate's duties as described in the Letter of Appointment.

IX.D Approvals

IX.D.1 Entry-Level Appointments

The individual's supervisor will write a letter of nomination for the new appointee. Initial appointments at the entry level of any of the title tracks may be made at the discretion of the Dean and do not require voting by the Dean's Office faculty or other review.

IX.D.2 Mid-Level Appointments and Promotions

- For mid-level appointments and promotions, a 3-person subcommittee of the Dean's Office APPTK committee will prepare the nominee's package. The subcommittee will have at least 1 PTK representative.
- Eligible faculty in the Dean's Office will review and vote on the nominee's package.
- If the vote is positive, the package is submitted to the Associate Dean for Faculty Affairs for final approval by the Dean.

IX.D.3 Highest-Level Appointments and Promotions

- A 3-person subcommittee of the Dean's Office APPTK committee will prepare the nominee's package. The subcommittee will have at least 1 PTK representative. If there are no PTK faculty at the highest rank in the Dean's Office, then one will be added from another unit.
- The Dean's Office APPTK committee will review and vote on the nominee's package.
- The College APPTK committee reviews and votes on the nominee's package.
- The Dean writes a letter, in the role of unit head, which is appended to the package.
- If either the vote or the Dean's letter is positive, the package is forwarded to the campus for consideration by the campus AEP committee.

IX.D.4 Moving Appointment from Another Unit

Moving an appointments from another unit will be treated like an initial appointment, and will require voting by the Dean's Office faculty.

IX.E Notifications

Written notification of the final decision will come from the Dean's Office or the Office of the Provost. For the highest-level appointments and promotions, the candidate will be notified of the intermediate college outcome by the Dean's Office.

IX.F Positive Decisions

Promotions cannot be rescinded. Salary increases associated with promotion will be consistent with salary increases given in the college. (Note that salary increases associated with promotion are separate from merit increases.) The compensation increment will begin the following fiscal year and continue each year thereafter.

IX.G Negative Decisions

In the case of a negative decision, the contractual terms of the existing appointment remain unchanged. Unsuccessful candidates for promotion or those who withdraw from consideration partway through the promotion process can reinitiate the process in future years. The candidate must first consult with his or her supervisor or program director before reapplying for promotion.

IX.H Appeals

Candidates have the right to appeal a negative decision in writing to the University's Office of Faculty Affairs. The grounds for appeal of a negative promotion decision will be limited to (1) violation of procedural due process and/or (2) violation of substantive due process that would have had a material effect on the decision. A decision may not be appealed on the grounds that a different review committee, Dean, or Provost may have come to a different decision.

A faculty member wishing to appeal shall write their supervisor or program director, who shall forward the request to the Associate Dean for Faculty Affairs, who will forward the request to the University's Office of Faculty Affairs. All formal reviews of PTK promotion cases will be handled by the University's Office of Faculty Affairs.

X. Affiliate Appointments

The Dean's Office will not make use of Affiliate appointments.

XI. Visiting Appointments

Visiting titles shall be used to designate short term appointments without tenure and without PTK status, typically for a term of 1 year. Titles and ranks shall be commensurate with the appointee's qualifications. The appointment can be renewed for a total of up to 3 years at 100% FTE, per campus policy, unless an exception is endorsed by the Dean and granted by the Provost.

XII. Part-time Appointments

Faculty appointed at less than 50% FTE will be reviewed and promoted on a modified timeline proportional to their % FTE relative to 50% FTE. Further clarification on UM Adjunct Faculty Policy and eligibility for Adjunct II status can be found at

<https://www.president.umd.edu/sites/president.umd.edu/files/documents/policies/II-107A.pdf>.

XIII. Support for PTK Faculty

PTK faculty members are critical to the College's mission and will be provided with the necessary and appropriate support for the execution of their duties. Where appropriate, professional development of PTK will be encouraged and supported. This includes providing the following information to PTK faculty in either a separate document or in their Letter of Appointment:

- professional development resources
- mentorship plan
- performance evaluation criteria
- timelines for performance evaluation and promotion considerations

XIV. Awards

PTK faculty in the Dean's Office can be nominated for any college or campus awards for which they meet the criteria of eligibility. The Dean's Office does not have unit-level awards. The Dean may not nominate these faculty for such awards, but Associate Deans may.

XV. Equity

The Dean is responsible for equity and fairness in PTK appointments, promotion, and periodic review.