

Department of Physics Guidelines for Appointment, Evaluation, and Promotion of Professional Track Faculty

1. The Chair will appoint a Professional Track Faculty Implementation Committee (PTFIC) consisting of one (full) Professor and representatives from the second and third PTK ranks (preferably distributed among lecturers, research scientists/professors and faculty specialists) to ensure that the Department's review of PTK faculty complies with [CMNS](#) and [UMD](#) guidelines.
2. These guidelines will be posted on the [Physics website](#), and new hires in PTK ranks will be directed to them.
3. Generally, the period between promotion reviews for PTK faculty will be five years (parallel to that of tenure-track faculty). Requests for earlier review may be made to the Department Chair (phys-chair@umd.edu).
4. The research supervisors will provide mentoring for research faculty, faculty specialists, faculty assistants and postdoctoral associates. Research supervisors will encourage, support, and assist these faculty members and be available for consultation on matters of professional development. Mentors also need to be frank and honest about the progress toward fulfilling the unit's criteria for promotion.
5. The Chair and Associate Chair for Undergraduate Education will assign mentors for lecturers, who should also avail themselves of the appropriate [CMNS](#) and [UMD](#) teaching entities.
6. Supervisors will provide candidates a brief written description of duties and responsibilities.
7. Decisions on promotion will be made based on the evaluation criteria and the reviewee's performance.
8. Promotions to the highest rank (Principal Lecturer, Research Scientist or Research Professor) require approval by the Provost.
9. At all levels, change in rank is effective immediately upon approval, but salary increases only occur on July 1. If the promotion happens prior to January 1, the raise can be retroactive to the previous July 1 or effective the next July 1.
10. Promotions for PTK faculty will adhere to the guidelines adopted by campus and the College of Computer, Mathematical, and Natural Sciences. Voting in the cases of PTK faculty may be conducted online. Voting eligibility is as follows:

Research faculty:

--Tenured and tenure track faculty.

--Research faculty of equal or higher rank than the rank to which the candidate is being appointed/promoted.

Senior or Principal Lecturers:

--Tenured and tenure track faculty.

--Lecturers of equal or higher rank than the rank to which the candidate is being appointed/promoted.

Senior or Principal Faculty Specialists:

--Faculty specialists of equal or higher rank than the rank to which the candidate is being appointed/promoted

--Members of the PTFIC

--Chair and Associate Chairs of the Department

11. A positive result will be considered 2/3 of the votes cast.
12. If there are no PTK faculty at the necessary ranks to conduct a vote, the decision will revert to the full Professors of the Department.
13. A negative outcome may be appealed to the Chair of the Department in writing within 60 days of denial.
14. The candidate will be informed of the promotion outcome via an emailed letter from the Chair.
15. Negative decisions for promotion do not preclude renewal of the existing PTK appointment.
16. Promotions cannot be rescinded.
17. In the event a faculty member holds multiple appointments in different units or departments in the same PTK title series, generally, the PTK faculty member should apply for promotion in the unit in which he or she has the greatest % FTE appointment, e.g., the primary unit. Any decision to grant promotion by the primary unit must consider evaluative input from the other units in which the faculty member holds an appointment, however, the decision to grant promotion lies with the primary unit. Once promoted, the faculty member should be compensated at the rate of the higher PTK faculty rank in all of the units or departments in which he/she holds an appointment. (Section V.M, UMD AEP PTK Guidelines).
18. The minimum raise for PTK promotions will be 5%, and salaries will conform with [guidelines](#) posted by the Division of Academic Affairs.
19. The determination of merit raises for research faculty and faculty specialists (when allowed by the University and the state of Maryland) will be made by the research supervisor and the Department Chair. For instructional faculty, the committee will consist of the Director of Education, the Associate Chair for Undergraduate Education and the Department Chair.
20. The Department will use UMD's online contract management system to ensure that all contracts adhere to UMD protocols and include 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.

Application and Review Process for Instructional Faculty

Lecturer, Senior Lecturer, Principal Lecturer

Application for promotion to the Principal Lecturer must be made via email to phys-chair@umd.edu by Oct. 1. Other appointments and promotions can be processed throughout the year.

Campus criteria

Lecturer: The normal requirement is a Master's degree in the field of instruction or a related field, or equivalent professional experience in the field of instruction. Appointments to this rank are typically one to three years and are renewable.

Senior Lecturer: In addition to having the qualifications of a Lecturer, the appointee will have an exemplary teaching record over the course of at least five years of full-time instruction or its equivalent as a Lecturer (or similar appointment at another institution) and will exhibit promise in developing additional skills in the areas of research, service, mentoring, or program development. Appointments to this rank are typically one to five years and are renewable.

Principal Lecturer: In addition to having the qualifications required of the Senior Lecturer, appointees to this rank will have an exemplary teaching record over the course of at least 5 years full-time service or its equivalent as a Senior Lecturer (or similar appointment at another institution) and/or the equivalent of 5 years full-time professional experience as well as demonstrated excellence in the areas of research, service, mentoring, or program development. Appointments are typically made as five-year contracts.

Appointments for additional five-year terms can be renewed as early as the third year of any given five-year contract.

The application and review process for **Senior Lecturer** and **Principal Lecturer** will include includes the following steps:

- a. The candidate will submit a signed and dated personal statement* and CV * (which need not be in UMD format).
- b. The candidate will submit a teaching portfolio.
- c. The department will arrange at least one peer review *.
- d. The Associate Chair for Undergraduate Education, Director of Education and Director of Faculty Affairs will prepare a report discussing the rationale for promotion.
- e. The Associate Chair for Undergraduate Education, Director of Education and Director of Faculty Affairs will provide the candidate documentation of duties and responsibilities * and promotion criteria *.
- f. A summary of student teaching evaluations will be prepared and presented to the candidate *.
- g. Two letters from faculty assessing the instructional abilities of the candidate will be solicited.
- h. These materials will be posted for review and vote by [appropriate faculty](#). Voting may be conducted online.
- i. Following the vote, the Department Chair will prepare an assessment of the promotion case.
- j. The completed dossier will be submitted to the Associate Dean for Undergraduate Education and the Associate Dean for Faculty Affairs.

*Must be signed and dated by candidate to verify his/her review.

Application and Review Process for Research Faculty

Assistant Research Professors, Associate Research Professors, Research Professors

Assistant Research Scientists, Associate Research Scientists, Research Scientists

Application for promotion to the highest ranks must be made via email to phys-chair@umd.edu by Oct. 1. Other promotions can be processed throughout the year.

Campus criteria

Assistant Research Professor: This rank is generally parallel to Assistant Professor. Appointees will have demonstrated superior research ability and potential for contributing to the educational mission through teaching or service. Appointees should be qualified and competent to direct the work of others (such as technicians, graduate students, other research personnel). An earned doctoral degree will be a normal minimum requirement for appointment at this rank. Appointments to this rank are typically one to three years and are renewable.

Assistant Research Scientist: This rank is generally parallel to Assistant Professor. Appointees will have demonstrated superior scientific research ability. Appointees should be qualified and competent to direct the work of others (such as technicians, graduate students, other research personnel). An earned doctoral degree will be a normal minimum requirement for appointment at this rank. Appointments to this rank are typically one to three years and are renewable.

Associate Research Professor: This rank is generally parallel to Associate Professor. In addition to the qualifications required of the Assistant Research Professor, appointees will have extensive successful

experience in scholarly or creative endeavors, the ability to propose, develop, and manage major research projects, and proven contributions to the educational mission through teaching or service. Appointments to this rank are typically one to five years and are renewable.

Associate Research Scientist: This rank is generally parallel to Associate Professor. In addition to having the qualifications required of the Assistant Research Scientist, appointees will have significant scientific research accomplishments, show promise of continued productivity, and have the ability to propose, develop, and manage research projects. Appointments to this rank are typically one to five years and are renewable.

Research Professor: This rank is generally parallel to Professor. In addition to the qualifications required of the Associate Research Professor, appointees will have demonstrated a degree of proficiency sufficient to establish an excellent reputation among regional and national colleagues. Appointees should have a record of outstanding scholarly production in research, publications, professional achievements or other distinguished and creative activity, and exhibit excellence in contributing to the educational mission through teaching or service. Appointments are typically made as five-year contracts. Appointments for additional five-year terms can be renewed as early as the third year of any given five-year contract.

Research Scientist: This rank is generally parallel to Professor. In addition to having the qualifications required of the Associate Research Scientist, appointees will have established a national and, where appropriate, international reputation for outstanding scientific research. Appointees should provide tangible evidence of sound scholarly production in research, publications, professional achievements, or other distinguished and creative activity. Appointments are typically made as five-year contracts. Appointments for additional five-year terms can be renewed as early as the third year of any given five-year contract.

The application and review process will include includes the following steps:

- a. The candidate will submit a signed and dated personal statement* and CV * (which need not be in UMD format).
- b. The candidate's supervisor or advocate for promotion will prepare a report discussing the rationale for promotion.
- c. The candidate's supervisor or advocate for promotion will provide the candidate documentation of duties and responsibilities* and promotion criteria*.
- d. Assessment letters will be solicited: at least three (with at least one external) for assistant-level candidates and at least six (with at least three external) for all other levels.
- e. These materials will be posted for review and vote by [appropriate faculty](#). Voting may be conducted online.
- f. Following the vote, the Department Chair will prepare an assessment of the promotion case.
- g. The completed dossier will be submitted to the Associate Dean for Faculty Affairs.

*Must be signed and dated by candidate to verify his/her review.

Application and Review Process for Faculty Specialists

Campus criteria

Faculty Specialist: The appointee will hold a Bachelor's degree in a relevant area and show potential for excellence in the administration and/or management of academic or research programs. Faculty Specialists are expected to engage in activities such as developing curriculum and/or innovative means for delivering curriculum, supervising the non-research activities of graduate or post-doctoral students,

serving as grant writers or authors of other publications for an academic or research program, conducting specialized research duties or other such duties that would generate intellectual property to which the faculty member will retain the rights. Appointments to this rank are typically one to three years and are renewable.

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

Principal Faculty Specialist: In addition to a proven record of excellence in managing and directing an academic or research program, the appointee will hold a PhD or have at least 5 years of full-time experience as a Senior Faculty Specialist, or its equivalent. Appointments are typically made as five-year contracts. Appointments for additional five-year terms can be renewed as early as the third year of any given five-year contract.

The application and review process for **Faculty Specialist:**

- a. The candidate will submit a signed and dated CV * (which need not be in UMD format)
- b. The candidate's supervisor or advocate for promotion will provide the candidate documentation of duties and responsibilities* and promotion criteria*.
- c. The Chair will write a letter assessing the case.
- d. No votes are required for Faculty Specialist. The completed dossier will be submitted to the Associate Dean for Faculty Affairs.

*Must be signed and dated by candidate to verify his/her review.

The application and review process for a **Senior Faculty Specialist:**

- a. The candidate will submit a signed and dated personal statement* and CV * (which need not be in UMD format).
- b. The candidate's supervisor or advocate for promotion will prepare a report discussing the rationale for promotion.
- c. The candidate's supervisor or advocate for promotion will provide the candidate documentation of duties and responsibilities* and promotion criteria*.
- d. These materials will be posted for review and vote by [appropriate faculty](#). Voting may be conducted online.
- e. Following the vote, the Department Chair will prepare an assessment of the promotion case.
- f. The completed dossier will be submitted to the Associate Dean for Faculty Affairs.

*Must be signed and dated by candidate to verify his/her review.

The application and review process for a **Principal Faculty Specialist** includes the elements noted for a Senior Faculty Specialist, but also requires two letters assessing the qualifications of the candidate. They need not be external.

Faculty Assistants and Post-Doctoral Associates

Campus criteria

Faculty Assistant: The appointee will be capable of assisting faculty in any dimension of academic activity and will have ability and training adequate to the carrying out of the particular techniques required, the assembling of data, and the use and care of any specialized apparatus. A baccalaureate degree will be the minimum requirement. Appointments to this rank are typically for terms of one to three years and are renewable for up to three years. After three years in rank, appointees who have performed satisfactorily should be eligible for appointment to an appropriate faculty position or encouraged to apply for a staff position.

Post-Doctoral Associate: The appointee generally will hold a doctorate in a field of specialization earned within five (5) years of initial appointment or will have satisfactorily completed an appointment to the rank of Post-Doctoral Scholar. An exception to the time from degree requirement must be approved by the Office of the Provost. The appointee will have training in research procedures, be capable of carrying out individual research or collaborating in group research at the advanced level, and have the experience and specialized training necessary for success in such research projects as may be undertaken. Appointments are typically for one (1) to three (3) years and are renewable, provided the maximum consecutive length of service in both post-doctoral ranks will not exceed 6 years. Exceptions may be approved by the Office of the Provost. After six years in the post-doctoral ranks, appointees who have performed satisfactorily are eligible for appointment to an appropriate faculty position other than in the post-doctoral series.

Additional Policies

The specific faculty rank for a given appointment will correspond to the majority of the appointee's effort, as indicated by the assignments and expectations in the contract. The rank will be appropriate given criteria for appointments to such rank.

In accordance with provisions within University policy (II-1.00[A]), PTK faculty will be given progressively longer appointments whenever possible, to provide additional stability for the faculty member as well as for the unit.

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