

**Appointment, Evaluation, and Promotion (AEP) Policy for Professional Track Faculty  
College of Education, University of Maryland**

**Approved by College Senate on 4/29/16**

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**Professional Track Faculty in the College of Education**

This document describes the policies and procedures governing the appointment, evaluation, and promotion of professional track (PTK) faculty in the College of Education. The policies and procedures are based on the *University of Maryland Policy and Procedures on Appointment, Promotion, and Tenure of Faculty* (II-1.00(A)),<sup>3</sup> which was amended in 2012 to include Clinical Faculty ranks, and again in 2014 to promote excellence and recognize the accomplishments of professional track faculty at the University of Maryland. This policy also incorporates the “UM Guidelines for Appointment, Evaluation, and Promotion of Professional Track Faculty”<sup>4</sup> approved by the President in 2015. In addition, this policy updates and subsumes, “Policies and Procedures Governing Clinical Faculty,” approved by the College of Education Senate in 2012. This document articulates the PTK faculty appointment, evaluation, and promotion processes that are specific to the second level review in the College of Education.

PTK faculty hired in the College of Education shall be provided with copies of the College and first-level unit<sup>5</sup> policies and procedures related to promotion and evaluation prior to appointment. All College and unit policies and procedures shall be publicly available online.

Section I of the *University of Maryland Policy and Procedures on Appointment, Promotion, and Tenure of Faculty* II-1.00(A) describes the minimum qualifications for appointment and

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<sup>1</sup> Updated to include PTK faculty in units other than departments (e.g., the Maryland English Institute) and to allow for appointments at the College level (see footnote #5).

<sup>2</sup> Updated to note in cases where department have no PTK faculty at or above the rank being sought, the Department Chair can appoint a PTK faculty member from another Department or College who is at or above the rank being sought by the candidate.

<sup>3</sup> The link for the *University of Maryland Policy and Procedures on Appointment, Promotion, and Tenure of Faculty* (II-1.00(A)) is <http://www.president.umd.edu/policies/docs/II-100A.pdf>.

<sup>4</sup> The *University of Maryland Policy and Procedures on Appointment, Promotion, and Tenure of Faculty* (II-1.00(A)) can be accessed at [https://faculty.umd.edu/policies/documents/UM\\_Guidelines\\_for\\_PTK\\_Appointments.pdf](https://faculty.umd.edu/policies/documents/UM_Guidelines_for_PTK_Appointments.pdf)

<sup>5</sup> Throughout this document, “unit” refers to the three departments within the College (CHSE, HDQM, and TLPL) as well as other units in the College that appoint PTK faculty (e.g., the Maryland English Institute).

promotion to the academic and academic administrative ranks. These campus qualification requirements serve as the minimum qualifications for appointment and promotion to the various professional track titles and ranks in the College of Education. Descriptions of the minimum qualifications of PTK faculty titles and ranks relevant to the College of Education are provided in Appendix A.

### **College of Education Procedures for the Appointment and Promotion of PTK Faculty**

Appointments and promotions to all ranks begin at the unit level.<sup>6</sup> The nature of the review process varies by title and rank. Table 1 shows the levels of review for appointment and promotion to various PTK faculty titles and ranks in the College of Education. Evaluations of individual PTK faculty shall be based on the unit's written criteria for appointment and promotion to the various professional track titles and ranks, and the duties and expectations associated with the specific faculty rank and as described in the appointment contract.

Candidates wishing to be considered for promotion initiate the process by making a formal request to the Chair/Director of the unit. PTK faculty cannot be prohibited from applying for promotion because of budget considerations. At the beginning of the fall semester, the Chair/Director notifies the Dean's Office of cases that require College-level review. Each year, the Dean's Office sets deadlines for units to submit materials for those cases. The expectation is that the review will be completed within an academic year and in time to permit any expected salary increase to take effect in the following year.

In the event a faculty member holds multiple appointments in different units 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 is entitled to be compensated at the rate of the higher PTK faculty rank in all of the units in which he/she holds an appointment.

The College will use the online contract management system to ensure that all contracts contain necessary elements, including 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 specific faculty title shall correspond to the majority of the appointee's effort, as indicated by the assignments and expectations. The rank shall be

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<sup>6</sup> In special cases when the PTK faculty member's responsibilities contribute to inter-departmental activities, appointments may be made at the College level. In such cases, the first-level unit is the College and the first-level review committee is the College AEP committee. Subsequent review of such cases for promotion would also recognize the College as the first-level unit and the College AEP committee as the first-level review committee. To facilitate the first-level review in these cases, the College AEP committee, at the discretion of the committee Chair, will adopt and apply the department written criteria that most closely match the duties and expectations of the PTK faculty member.

appropriate given the unit's specific criteria for such rank. Whenever possible, PTK faculty should be given progressively longer contracts.

Promotions may not be rescinded, and future appointments shall be to the faculty rank granted through the promotion process. For PTK faculty appointments that do not have maximum terms, a negative decision regarding an application for promotion does not automatically preclude renewal of the existing PTK appointment.

In cases of positive decisions regarding applications for promotion, the promotion will be accompanied by an increase in compensation, subject to State budget constraints and directives from USM. Minimum increases in compensation will be set annually by the College, as is done for tenured and tenure track promotions. Every effort shall be made to make salaries professionally appropriate and competitive to the extent allowed by available fiscal resources.

PTK faculty are eligible for College-level awards including the Excellence in Teaching Award (Clinical & Non-tenure-track Faculty), Exceptional Scholarship Award (Clinical & Non-tenure-track Faculty), and Distinguished Outreach Award.

### ***The College Appointment, Evaluation and Promotion (AEP) Committee***

A College of Education AEP Committee will be established to review appointment and promotion cases of research and clinical faculty at associate and full ranks with 50% or greater FTE (i.e., Associate Clinical Professor, Clinical Professor, Associate Research Professor, Research Professor, Associate Research Scientist, Research Scientist). Review committees shall be charged by the Associate Dean for Faculty Affairs to consider candidates within the context of the expectations in their contract as well as according to the unit's criteria for promotion.

### ***Composition of College Committee***

The College PTK Faculty Review Committee will include two voting representatives from each department: one full TTK faculty member and one PTK faculty member. These faculty members will be selected by each of the three departments, consistent with their Plans of Organization. Members of the committee must be at or above the rank being sought by the candidates under review that year. In cases where a department has no PTK faculty at or above the rank being sought by the candidates under review that year, the Department Chair should appoint a PTK faculty member from another department or College who is at or above the rank being sought by the candidates being reviewed that year to represent the department on the College committee. The College committee will elect a chair and an alternate chair; the latter shall serve as chair when a candidate from the chair's own unit is under discussion.

### ***Voting***

Committee members who participate in the meeting (in person or remotely) and have not voted at the department level are eligible to vote. College committee members from the candidate's department must vote at the department level, and therefore, are mandatory

abstentions at the College level. A simple majority of voting members constitutes a positive College committee vote.

*Responsibilities of the College PTK Faculty Review Committee*

The College AEP Committee is responsible for reviewing and evaluating the candidate's accomplishments in the following three general areas: (1) teaching, advising, and mentoring of students; (2) research, scholarship, and creative activity; (3) professional service to the unit, College, University, profession, and/or community. The standards and criteria that serve as the basis for the evaluation are specified in unit policies. The College AEP Committee must prepare a concise report summarizing the vote, the discussion, and the Committee's recommendation to the Dean.

***Dean's Review***

The Dean completes an independent evaluation of faculty with clinical, research, lecturer, and faculty specialist titles who are seeking appointment or promotion to the Associate and Senior levels and above. In the case of candidates for appointment or promotion to the Associate or Senior level, the Dean makes the final decision. In the case of candidates for appointment or promotion to the highest rank, the Dean prepares a letter of recommendation to the Provost.

***Procedures for Clinical and Research Faculty Ranks  
(Clinical Professor ranks, Research Professor ranks, Research Scientist ranks and  
Research Scholar ranks)***

The minimum qualifications for appointment and promotion to the clinical and research PTK titles and ranks in the College of Education are provided in Appendix A, section A.

The procedures for reviewing appointments and promotion of clinical and research PTK faculty (except for the Research Scholar ranks as described below) parallel those used for tenure track faculty. PTK faculty appointments at the assistant rank may be made at the discretion of the unit where the appointment resides, and generally do not require voting by faculty or college-level review. Appointments and promotion to the associate and highest ranks for faculty appointed at greater than 50% FTE require reviews by the unit committee, Chair/Director, College committee and Dean. Appointments and promotion to the highest rank and greater than 50% FTE will also be reviewed and approved by the Provost, and the Provost may choose to institute additional university-level review for PTK faculty promotions as deemed necessary to ensure that fair and equitable processes and procedures are being successfully implemented.

The unit AEP Committee prepares the candidate's dossier. Candidate materials should be submitted to this committee. The dossiers of PTK faculty should include the elements outlined in the University APT Manual, with modifications established in accordance with the unit's promotion plans that reflect the duties and responsibilities of the PTK faculty member. The dossier for clinical and research faculty should include three letters of evaluation, solicited by the unit AEP Committee. Evaluators should be individuals who are able to provide an objective assessment of the candidate's performance of expected responsibilities. While it is preferable that the letters come from individuals external to the university,

depending on the duties, a case could be made for having an internal reviewer who is familiar with the candidate's work and can provide an objective review. The candidate should identify five individuals and the AEP Committee will select three from that list. The candidate may submit two additional letters from mentors/collaborators/colleagues.

The Research Scholar title series is reserved to minimize the review process for clinical and research PTK faculty appointed at less than 50% FTE. PTK faculty appointments to Assistant Research Scholar may be made at the discretion of the Chair/Director of the unit.

Appointments and promotions to the Associate Research Scholar and Research Scholar ranks also require Dean's review and approval. In the event that the appointment of a PTK faculty member holding a Research Scholar title changes to greater than 50% FTE, the faculty member would need to be appointed with a different title and the full review process required for that title would need to be conducted.

### ***Procedures for Lecturer and Faculty Specialist Ranks***

The minimum qualifications for appointment and promotion to the Lecturer and Faculty Specialist PTK titles and ranks in the College of Education are provided in Appendix A, section B.

Junior Lecturers, Lecturers, and Faculty Specialists may be appointed at the discretion of the unit where the appointment resides, and generally do not require voting by faculty or college-level review. Appointments and promotion to Senior and Principal ranks require reviews by the unit committee, Chair/Director, and Dean. Appointments and promotion to the highest rank will also be reviewed and approved by the Provost, and the Provost may choose to institute additional university-level review for PTK faculty promotions as deemed necessary to ensure that fair and equitable processes and procedures are being successfully implemented.

The unit PTK Faculty AEP Committee prepares the candidate's dossier. Candidate materials should be submitted to this committee. The dossiers of PTK faculty should include the elements outlined in the University APT Manual, with modifications established in accordance with the unit's promotion plans that reflect the duties and responsibilities of the PTK faculty member. The dossier for Lecturer ranks should include the candidate's CV, a personal statement that documents contributions, and a teaching portfolio, which may include items such as a teaching statement, a comprehensive set of student evaluations and comments, peer teaching evaluations, course syllabi, mentoring activities, and a description of teaching innovations and program development. In addition, the dossier should include three letters of evaluation, solicited by the unit AEP Committee. Evaluators should be individuals who are able to provide an objective assessment of the candidate's performance of expected responsibilities. The candidate should identify five individuals and the AEP Committee will select three from that list.

### ***Procedures for Additional PTK Faculty Ranks (Faculty Assistant, Post-Doctoral ranks, Adjunct Professor ranks, Affiliate Professor ranks, Visiting Professor)***

The minimum qualifications for appointment and promotion to additional PTK titles and ranks in the College of Education are provided in Appendix A, section C.

PTK faculty appointments to Faculty Assistant, Post-doctoral ranks, Adjunct Professor ranks and Visiting Professor may be made at the discretion of the unit where the appointment resides, and generally do not require voting by faculty or college-level review. Affiliate Professor appointments shall be made upon the recommendation of the faculty of the unit with which the appointee is to be affiliated and with the consent of the faculty of his or her primary unit.

### **Expectations for Unit Policies and Procedures**

Unit Plans of Organization shall specifically define faculty to include PTK faculty ranks as defined in the *University of Maryland Policy on Professional Track Faculty* (II-1.00[G]). Unit Plans of Organization shall address the role PTK faculty serve within the unit as members of the unit faculty. Unit policy should specify the details of the review procedures for appointment, evaluation, and promotion of PTK faculty (consistent with *University of Maryland Policy and Procedures on Appointment, Promotion, and Tenure of Faculty* (II-1.00(A))).

As required by *University of Maryland Policy and Procedures on Appointment, Promotion, and Tenure of Faculty* II-1.00(A), each unit is responsible for developing brief, written criteria for appointment and promotion to the various professional track titles and ranks. Units may choose to set expectations related to appropriate time in rank between evaluations for promotion, but such expectations shall not preclude a faculty member from seeking to be reviewed early or from opting not to be reviewed. Except as specified in University and College policies, the application and review process, including the materials to be submitted by the faculty member, shall be specified in the unit's evaluation and promotion guidelines. The expectation is that units shall craft guidelines which are appropriate to the specific duties PTK faculty perform, which may be different for those in research, instructional, and clinical ranks. Unit policies and procedures should address how PTK faculty who are active in only one or two dimensions of the three dimensions are evaluated for promotion. Unit criteria should be reviewed periodically, as deemed necessary, but no less frequently than once every five years. PTK faculty shall be given voting representation on committees responsible for the creation, adoption, and revision of unit-level policies and procedures related to appointment, evaluation, and promotion of PTK faculty.

Unit PTK appointment, evaluation, and promotion policies should specify how unit AEP committees are constituted and what constitutes a positive vote at the unit level. First-level committees and sub-committees must include PTK and TTK faculty as voting members. In cases where there are no PTK faculty at rank, the PTK voting representatives may come from other units or colleges. Unit AEP committees shall be charged by the Chair/Director to consider candidates within the context of the expectations in their contract as well as according to the unit's criteria for promotion. Promotion decisions cannot be determined in relation to a unit-wide quota.

Policies on merit pay for PTK faculty should be incorporated either into the unit's existing merit pay policy, or into the policies and procedures for appointment, promotion, and evaluation of PTK faculty.

Units should include PTK faculty in awards for faculty. If the requirements for existing awards inherently preclude PTK faculty from being nominated, units will be encouraged to create appropriate awards for recognizing excellence among PTK faculty in the various domains of professional activity.

Units must provide for the mentoring of PTK faculty by appropriate senior faculty, either tenured/tenure-track or PTK faculty. Mentors shall 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. Favorable informal assessments and positive comments by mentors are purely advisory to the faculty member and do not guarantee a favorable promotion decision.

### **Notification and Appeals Process**

The Chair/Director provides the candidate written notification of the first-level review decisions. The Dean provides the candidate written notification of the second-level review decisions. This may be done via email.

The faculty member may appeal a negative decision based on alleged violations of procedural due process that would have had a material effect on the decision. All appeals shall be handled according to the procedures established by the Provost's Office of Faculty Affairs and shall be initiated within the period defined in those procedures.

### **Implementation Plan**

Unit appointment, evaluation, and promotion policies, including standards and criteria, must be developed by April 30, 2017. After they are developed, new unit-level policies and procedures shall be reviewed by the College and the Office of Faculty Affairs for compliance with University policy. New policies and procedures will go into effect upon approval, and the PTK faculty within the unit shall be informed of the new policies and procedures immediately following approval. The process of appointing existing PTK faculty to new titles will occur once a unit has its appointment, evaluation, and promotion policy and criteria in place. Each unit will be responsible for determining a transition plan, which addresses promotion and related concerns for current PTK faculty within the unit. Plans shall be created by a committee, which must include voting representation from current PTK faculty, TTK faculty, and unit administrators.

For faculty whose titles are no longer recognized by the University, unit PTK faculty review committees will review lateral appointments of existing faculty to new titles, with the final decision made by the Chair/Director of the unit. If the new appointment involves a change in rank, the appointment must go through the process specified above. Likewise, non-mandatory title changes require a review consistent with the process specified above.

This policy will be reviewed after no more than two years of implementation to ensure it is fair and meeting the needs of professional track faculty, their unit, and the College of Education.

**Table 1**  
**Levels of Review for Various Titles and Ranks**

	FIRST LEVEL		SECOND LEVEL		CAMPUS
	Unit Committee	Unit Chair/Director	College Committee	Dean	Provost
Assistant Clinical Professor		X			
Associate Clinical Professor	X	X	X	X	
Clinical Professor	X	X	X	X	X
Assistant Research Professor		X			
Associate Research Professor	X	X	X	X	
Research Professor	X	X	X	X	X
Assistant Research Scientist		X			
Associate Research Scientist	X	X	X	X	
Research Scientist	X	X	X	X	X
Assistant Research Scholar		X			
Associate Research Scholar		X		X	
Research Scholar		X		X	
Junior Lecturer		X			
Lecturer		X			
Senior Lecturer	X	X		X	
Principal Lecturer	X	X		X	X
Faculty Specialist		X			
Senior Faculty Specialist	X	X		X	
Principal Faculty Specialist	X	X		X	X
Faculty Assistant		X			
Post-Doctoral Scholar		X			
Post-Doctoral Associate		X			
Assistant Adjunct Professor		X			
Associate Adjunct Professor		X			
Adjunct Professor		X			
Assistant Affiliate Professor	X	X			
Associate Affiliate Professor	X	X			
Affiliate Professor	X	X			

Visiting Professor		X			
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## Appendix A: Professional Track Faculty Ranks, Titles, and Minimum Qualifications

Section I of the *University of Maryland Policy on Appointment, Promotion and Tenure of Faculty* II-1.00(A) describes the minimum qualifications for appointment or promotion the academic and academic administrative ranks. These descriptions provided below include the titles most relevant to PTK faculty positions in the College of Education.<sup>7</sup> Refer to the system policy for other titles and ranks recognized by the University.

### A. Clinical and Research PTK Faculty Ranks

Assistant Clinical Professor	The appointee shall hold, as a minimum, the terminal professional degree in the field, with training and experience in an area of clinical specialization, and professional or board certification, when appropriate. There shall be clear evidence of a high level of ability in clinical practice and teaching in the departmental field. The appointee shall also have demonstrated scholarly and/or administrative ability. Appointments to this rank are typically for one to three years and are renewable.
Associate Clinical Professor	In addition to the qualifications required of an Assistant Clinical Professor, the appointee shall ordinarily have had extensive successful experience in clinical or professional practice in the departmental field, and in working with and/or directing others (such as professionals, faculty members, graduate students, fellows, and residents or interns) in clinical activities in the field. The appointee shall also have demonstrated superior teaching ability and scholarly or administrative accomplishments and have a reputation of respect among colleagues in the region. Appointments to this rank are typically for one to five years and are renewable.
Clinical Professor	In addition to the qualifications required of an Associate Clinical Professor, the appointee shall have demonstrated a degree of excellence in clinical practice and teaching sufficient to establish an outstanding regional and national reputation among colleagues. The appointee shall also have demonstrated extraordinary scholarly competence and leadership in the profession. 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.

<sup>7</sup> Throughout this Appendix, “department” refers to the first-level unit as defined above.

Assistant Research Professor	This rank is generally parallel to Assistant Professor. Appointees shall 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.
Associate Research Professor	This rank is generally parallel to Associate Professor. In addition to the qualifications required of the Assistant Research Professor, appointees shall 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.
Research Professor	This rank is generally parallel to Professor. In addition to the qualifications required of the Associate Research Professor, appointees shall 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.

Assistant Research Scientist	This rank is generally parallel to Assistant Professor. Appointees shall 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 Scientist	This rank is generally parallel to Associate Professor. In addition to having the qualifications required of the Assistant Research Scientist, appointees shall 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 Scientist	This rank is generally parallel to Professor. In addition to having the qualifications required of the Associate Research Scientist, appointees shall 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.
Assistant Research Scholar (reserved for appointments that are less than 50% FTE)	This rank is generally parallel to Assistant Professor. Appointees to this rank shall have demonstrated superior scholarly research ability and 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 Scholar (reserved for appointments that are less than 50% FTE)	This rank is generally parallel to Associate Professor. In addition to the qualifications required of the Assistant Research Scholar, appointees shall have extensive successful experience in scholarly or creative endeavors sufficient to have established a regional and national reputation among colleagues, and where appropriate, the ability to propose, develop, and manage research projects. Appointees should provide tangible evidence of sound scholarly production in research, publications, professional achievements, or other distinguished and creative activities. Appointments to this rank are typically one to five years and are renewable.
Research Scholar (reserved for appointments that are less than 50% FTE)	This rank is generally parallel to Professor. In addition to having the qualifications required of the Associate Research Scholar, appointees shall have demonstrated a degree of proficiency sufficient to establish an excellent reputation among national and international colleagues. Appointees should provide tangible evidence of an extensive, respected record of 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.

***B. Lecturer and Faculty Specialist PTK Ranks***

Junior Lecturer	In instances when a graduate student is given a faculty appointment to teach, the title Junior Lecturer shall be used. Upon completion of the graduate program, Junior Lecturers are eligible for promotion to Lecturer. Appointments to this rank are typically for terms of up to one year and are renewable for up to six years.
Lecturer	The title Lecturer will ordinarily be used to designate appointments of persons who are serving in a teaching capacity for a limited time or part-time. 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 shall 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 shall 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 the qualifications required of the Senior Lecturer, appointees to this rank shall 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.

Faculty Specialist	The appointee shall 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 shall 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 shall 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 shall hold a Ph.D. 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.

**C. Additional PTK Faculty Ranks**

Faculty Assistant	<p>The appointee shall be capable of assisting faculty in any dimension of academic activity and shall 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 shall be the minimum requirement.</p> <p>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.</p>
Post-Doctoral Scholar	<p>The appointee generally shall hold a doctorate in a field of specialization earned within three (3) years of initial appointment to this rank. An exception to the time from degree requirement must be approved by the Office of the Provost. Appointment to this rank shall allow for continued training to acquire discipline- specific independent research skills under the direction of a faculty mentor.</p> <p>Appointments are typically for one (1) to three (3) years and are renewable, provided no appointee serves in this rank for more than three (3) years. After three (3) years in this rank, appointees who have performed satisfactorily are eligible for appointment to the rank of Post-Doctoral Associate.</p>
Post-Doctoral Associate	<p>The appointee generally shall hold a doctorate in a field of specialization earned within five (5) years of initial appointment or shall 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 shall 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 shall 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.</p>

Adjunct Assistant Professor, Adjunct Associate Professor, Adjunct Professor	<p>The appointee shall be associated with the faculty of a department or non-departmentalized school or college, but shall not be essential to the development of that unit's program. The titles do not carry tenure. The appointee may be paid or unpaid. The appointee may be employed outside the University, but shall not hold another paid appointment at the University of Maryland at College Park. The</p>
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	<p>appointee shall have such expertise in his or her discipline and be so well regarded that his or her appointment will have the endorsement of the majority of the members of the professorial faculty of the academic unit. Any academic unit may recommend to the administration persons of these ranks; normally, the number of adjunct appointments shall comprise no more than a small percentage of the faculty in an academic unit. Appointments to these ranks shall not extend beyond the end of the fiscal year during which the appointment becomes effective and may be renewed.</p>
<p>Affiliate Assistant Professor, Affiliate Associate Professor, Affiliate Professor</p>	<p>These titles shall be used to recognize the affiliation of a faculty member or other university employee with an academic unit other than that to which his or her appointment and salary are formally linked. The nature of the affiliation shall be specified in writing, and the appointment shall be made upon the recommendation of the faculty of the department with which the appointee is to be affiliated and with the consent of the faculty of his or her primary department. The rank of affiliation shall be commensurate with the appointee's qualifications.</p>
<p>Visiting Appointments</p>	<p>The prefix Visiting before an academic title, e.g., Visiting Professor, shall be used to designate a short-term professorial appointment without tenure.</p>