

HDQM PTK Merit Pay and Annual Review Policy
Approved by HDQM Faculty Assembly via online vote May 8, 2018

In keeping with the University of Maryland Guidelines for Appointment, Evaluation, and Promotion (AEP) of Professional Track Faculty (PTK), approved in 2015, it is necessary for our department to integrate professional-track faculty into our merit pay system. For the current year, the Merit Pay and Annual Review Committee has proposed that this integration be accomplished through one of two procedures, based on title and appointment type.

The first procedure, for *clinical faculty* within the Department and for *lecturers* with appointments at 50% time or greater, merit pay and annual review will be undertaken by the elected, tenure-track faculty Merit Pay and Annual Review Committee, along with one professional-track faculty representative. As with tenure-track faculty, clinical faculty and lecturers will be required to submit a marked CV and self-rating report that covers the last three calendar years. For clinical faculty, these ratings should reflect the expectations for assistant clinical professors, associate clinical professor, and clinical professors specified in the UMD AEP Guidelines for these particular professional-track positions. For lecturers, the self-ratings should address the duties and responsibilities outlined in the hiring contract. Following the review of the materials for clinical faculty and lecturers, the Merit Pay and Annual Review Committee will make a recommendation to the Department Chair as to the merit allocation for each clinical faculty member or lecturer eligible for review. In the event that there are not enough professional track faculty in the department to provide representation on the Merit Pay and Annual Review Committee (i.e., there is only one PTK faculty member), the review will be completed by the Department Chair.

The second procedure, for all other professional-track positions including *research professors*, *research scientists*, *research scholars*, *faculty assistants*, and *post-doctoral scholars* and *post-doctoral associates* with appointments of 50% time or greater, and *lecturers* with appointments less than 50%, the merit pay and annual review should be conducted by the faculty member's direct supervisor following a similar model to that described for the clinical faculty and lecturers (i.e., marked CV, three-year review period, and self-rating). For those professional-track faculty members funded through grants and contracts, any merit increase deemed warranted by the direct supervisor following his/her review would be paid from the funds allocated for that position.

Faculty review ratings (either merit pay or annual) shall be provided to each faculty member no later than April 15th. Faculty members may respond in writing prior to submission of the report to the Department Chair, as long as the response is received within 14 days of receiving the review.

In the event that a faculty member disagrees with the outcome of either an annual or merit pay review, a written appeal may be filed with the Dean by May 15th. The Dean will review the departmental review materials, the faculty member's optional written response, the Department Chair's final written evaluation, and the faculty member's written appeal. Then the Dean will meet with the faculty member and the Department Chair separately, to discuss the case. The Dean will issue a decision on the appeal and send notification of the completion of the review to the Office of Faculty Affairs by June 1st. No further appeal may be granted.