

**University of Maryland
Department of Philosophy
Appointments, Evaluation, and Promotion (AEP) Plan
for Professional Track Faculty (PTK)**

The Department of Philosophy establishes the following policies for the appointment, evaluation, promotion, periodic review, and mentoring of Professional Track Faculty (PTK). This policy shall be consistent with UM Guidelines for Appointment, Evaluation, and Promotion of Professional Track Faculty, University of Maryland Policy and Procedures on Appointment, Promotion and Tenure of Faculty (Policy Number: II-1.00(A)), the Plan of Organization for Shared Governance at the University of Maryland, and the Plan of Organization of the College of Arts and Humanities.

Section 1: Appointments

(a) PTK appointments and contract renewals must be initiated and approved by the Chair or Associate Chair, who shall consider the candidate's qualifications and performance, as well as departmental needs. The Chair shall inform the Department's faculty advisory committee of plans to make any new appointment of an individual to a PTK position lasting a period of more than one year. The proposed appointment shall be referred to the Department for consideration, if either the majority of the faculty advisory committee or the Chair is in favor of doing so. When a proposed appointment is referred to the Department for consideration, the appointment may proceed only if a majority of voting members of the department faculty, as well as the Chair, are in favor of it.

(b) Appointments will be made in the ranks of Lecturer, Research Professor, Research Scholar, Post-Doctoral Associate, or other Campus approved titles. The specific title of appointment shall reflect the appointee's qualifications and principal efforts, as indicated by the workload, duties, and expectations specified in the appointment contract. Qualifications of appointees must cohere with those specified in Campus descriptions of approved titles.

(c) Pursuant to College of Arts and Humanities (ARHU) and University rules, review and/or approval at the College and/or University level might be necessary for a candidate before appointment to a middle or upper-tier PTK rank (e.g., Associate Research Professor or Research Scholar).

(d) Consistent with System policy, salaried *part-time* non-tenure track instructional faculty contracts may not exceed three years (II-1.06). Full time contracts for full-time PTK faculty may be longer.

(e) This AEP Plan will be made available to PTK faculty at the time of initial appointment. The document and other relevant unit policies and procedures will also be available on the departmental website.

(f) Contract renewals are contingent on satisfactory performance, instructional or programmatic needs, and funding availability. The Chair shall inform the Department's faculty advisory committee of plans to make any contract renewal of an individual to a PTK position lasting a period of more than one year. The proposed renewal shall be referred to the Department for consideration, if either the majority of the faculty advisory committee or the Chair is in favor of doing so. When a proposed renewal is referred to the Department for consideration, the renewal may proceed only if a majority of voting members of the department faculty, as well as the Chair, are in favor of it.

Section 2: Promotion

The PTK faculty member requests a review for promotion in consultation with the Chair, who then appoints an ad hoc review committee. In promotions through the ranks of the different PTK positions, the committee consists of two tenured faculty members and one PTK faculty member at or above the rank that is being sought. In the event that there is no PTK faculty available in Philosophy, a PTK professor from another department may be asked to serve on the committee. The committee makes a recommendation to the Chair, who makes an independent recommendation to the Dean of the College.

In the Lecturer and Research Professor tracks, the candidate shall submit a dossier consisting of a CV, a personal statement about achievements in teaching and professional development in other areas, as well as a complete set of teaching evaluations and representative syllabi, which the committee will review. The dossier shall also include written evaluations of the candidate's teaching from at least one PTK or Tenure Track faculty member. The committee will assess if the candidate has demonstrated a proficiency in fostering students' ability to interpret and criticize philosophical positions as well as students' ability to formulate and defend philosophical positions of their own. External letters shall be required only if mandated by University or ARHU rules.

Positions in the Lecturer and Research Professor tracks with an administrative component will in addition require submission of materials concerning these duties, as well as a report from the Chair or Associate Chair. In addition, the committee will invite candidates in such positions to a personal interview.

In the Lecturer and Research Professor tracks, the review committee will submit a concise written report to the Chair normally within two months of the candidate's submission of the dossier. The Chair shall then transmit the recommendation to the Dean of the College. Recommendations on promotion to the highest rank shall go to a College-level and Campus-level review, as specified in Campus and College AEP plans.

The following criteria shall be used for promotion for the Lecturer and Research Professor tracks:

1. *Lecturer to Senior Lecturer:* A Lecturer is normally eligible for promotion after five years of full-time employment (or the equivalent), unless otherwise specified in the initial contract. Teaching excellence will constitute a central criterion of assessment. If other duties (e.g., in departmental administration) have been specified in the candidate's contract, the quality of the candidate's fulfillment of them will also be weighed.
2. *Senior Lecturer to Principal Lecturer:* A Senior Lecturer is normally eligible for promotion to the highest rank after five years of full time employment (or the equivalent). Excellence in the classroom will be a central criterion of assessment. Achievements outside the classroom, such as, but not limited to, the production of teaching material, research contributions, teaching innovations, or the development of programs that have received recognition beyond the UMD campus will also be considered. If other duties (e.g., in departmental administration) have been specified in the candidate's contract, the candidate's performance in fulfilling them will also be weighed.

The same procedures are used in the promotion from *Assistant to Associate Research Professor* and *Associate Research Professor to Research Professor*. Criteria include the same as for the equivalent lecturer ranks (1 and 2 above), with the addition of evidence of a significant research record. In particular, for promotion from Assistant to Associate Research Professor, a candidate must have demonstrated research accomplishments of high quality, which make a significant contribution to the field, and which include publications in highly respected journals or presses. For promotion from Associate Research Professor to Research Professor, a candidate must have established a wide reputation for philosophical work of very high quality and shall show promise of continuing to produce work that makes a significant contribution to the field.

Different procedures are used in the promotion in the Research Scholar track.

3. *Assistant to Associate Research Scholar, and Associate Research Scholar to Research Scholar*: A committee consisting of the candidate's supervisor in the Department (e.g., a project Principal Investigator), the Department Chair, and another member from among the department's PTK faculty (above rank) shall evaluate the candidate. (As above, in the event that there is no PTK faculty at the appropriate rank available in Philosophy, a PTK faculty from another unit may be asked to serve on the committee.) Criteria shall be established by the committee in accordance with the specific demands of the position as specified in a Memorandum of Understanding at the time of appointment, and in line with UM policy II-1.00(A). Minimum intervals between appointment and promotion or promotions are the same as for the Lecturer and Research Professor ranks. The Chair shall transmit the committee's recommendation to the Dean of the College. Recommendations on promotion to the highest rank shall go to a College-level and Campus-level review, as specified in Campus and College AEP plans.

Promotion of Other Professional Track Faculty

Promotion within the ranks of Clinical Professor, Post-Doctoral Associate, or other approved titles shall be governed by a three-tier appointment, evaluation, and promotion process understood to parallel the procedures for instructional faculty. Special conditions shall be established in an addendum to this plan and/or a memorandum of understanding or similar document that will accompany the letter of appointment.

Notifications

A faculty member shall be notified in writing of the outcome of department-, college- and campus-level deliberations. Promotions cannot be rescinded. In the case of a negative decision, the contractual terms of the existing appointment remain unchanged. A faculty member who withdraws from consideration prior to final notification from the Dean or the Provost, or who is denied promotion may be reconsidered for promotions at a future date without prejudice. The candidate must first consult with his or her mentor and program director before reapplying for promotion.

Upon final notification from the Department Chair, Dean, and Provost, the faculty member may appeal a negative decision on grounds of violation of procedural due process that would have had a material effect on the decision. Those wishing to appeal shall write their direct supervisor, who will

pass on the request to appeal to the Department Chair. The Chair will then forward the request to appeal to the Associate Dean for Faculty Affairs of the College, unless otherwise required by University policy or guidelines.

Section 3: Periodic Review

All PTK faculty are subject to regular review of instructional, research, and/or administrative effectiveness. Such reviews shall be considered in decisions on contract renewal, promotion, merit pay, and special recognition.

PTK faculty with long-term contracts (three years and longer) are subject to a comprehensive performance review at intervals no greater than five years. The same criteria apply as those for appointment and promotion to the rank that the faculty member under review holds. Reviews in the Lecturer and Research Professor ranks will be undertaken by a committee consisting of at least three faculty members, at least one of whom will be PTK faculty member, those in the Research Scholar ranks will be undertaken by the supervisor and the Department Chair, or a Chair's designee. The Chair will summarize the outcome in a letter to the faculty member under review, who can request a follow-up meeting with the Chair. The outcome of the reviews will inform decisions about renewal of multiyear contracts.

The faculty member can appeal any review based on procedural grounds, i.e., when aspects of the review appear to violate the processes established herein and in applicable plans of organization. All appeals shall be handled by the Associate Dean for Faculty Affairs of the College, unless otherwise required by University policy or guidelines.

Section 4: Mentoring

For all PTK faculty, the Chair either provides mentorship or delegates the task to tenured faculty or senior PTK faculty. Mentors make themselves available at least once a semester to give advice related to teaching, research, and administrative issues, as well as professional development.

Section 5: Exceptions, Amendments, and Revisions

Exceptions to these rules require approval from the voting members of the Department (including PTK faculty) and approval by the Dean of the College.

Any amendments or revision of this policy must be approved in accordance with the unit Plan of Organization.

Approved by the Department 12 February 2021 and by ARHU Dean's Office 6 October 2021