

Sociology Guidelines for Appointment, Evaluation, and Promotion for Professional Track Faculty (PTK)

This document specifies policies and procedures to be used by the Department of Sociology for Professional Track Faculty (Instructional and Research). It is consistent with, and supplemental to, the University of Maryland Guidelines for Appointment, Evaluation, and Promotion of Professional Track Faculty approved by the President on May 4th 2015 (URL listed below)

https://faculty.umd.edu/policies/documents/UM_Guidelines_for_PTK_Appointments.pdf

It is also consistent with the guidelines specified by the College of Behavioral and Social Sciences (BSOS).

The policies specified in this document may be superseded by any changes in the policies of the University and/or the College of Behavioral and Social Sciences policy.

1. General Considerations.

Written Contracts:

PTK contracts shall follow campus procedures for issuing these contracts. Contracts will stipulate the terms of employment, the salary, assignments and expectations, notification date about renewal or non-renewal, resources, and performance/ evaluation criteria and timeline. When a professional track faculty member's duties include administration and/or service in addition to research and/or teaching, then the contract letter stipulates the range of expectations in addition to research/teaching, and the % FTE dedicated to each of the domains will be included in the contract. Sociology will use the University's 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.

Support for PTK Faculty:

In accordance with [campus policy](#) and in the best interest of students, all PTK faculty members will be provided with the necessary and appropriate department or unit support for the execution of their duties. These resources will conform to departmental practices for faculty with respect to assistance with course and/or research grant preparation, provision of supplies, and staff support. Care will be taken to ensure that students and colleagues can have access to PTK faculty members through mailboxes, appropriate spaces for meetings, and email, and where appropriate and feasible, the professional development of full-time and part-time PTK will be encouraged and supported.

PTK Faculty Role in Departmental Governance:

All full-time PTK faculty are considered Members of the department, and may attend regular faculty meetings. Instructional faculty at the rank of Lecturer or above, and research faculty at the rank of Assistant Research Professor or above, are voting members of the department.

However, PTK faculty do not vote on the hiring, appointment, tenure, or promotion of tenure-track faculty. PTK faculty will have a representative (with voting power) on committees that are tasked with creating, adopting, revising or otherwise addressing the appointment, evaluation and promotion of PTK faculty.

Mentoring and Additional Training for Instructional Faculty:

The department shall provide for the mentoring of PTK faculty by appropriate senior faculty, either tenured/tenure-track or PTK faculty. At the time of hiring, or within the first semester, the department will provide each new faculty member with a copy of the department's criteria for performance evaluation and review for promotion. Mentors shall encourage, support, and assist these faculty members and be available for consultation on matters of professional development. Favorable informal assessments and positive comments by mentors are purely advisory to the faculty member and do not guarantee a favorable promotion decision.

Performance Evaluation and Review for Promotion of Full-time PTK Faculty: Ongoing evaluations and reviews for promotion will account for and assess all departmental duties as described in the appointment letter. The specific faculty title shall correspond to the majority of the appointee's efforts, as indicated by the assignments and expectations. The rank shall be appropriate given the unit's specific criteria for such rank. Evaluation and promotion review will be conducted at both departmental and college levels based on all of the duties (and percentages of time allotted for each) articulated in the current faculty contract.

Guidelines for Merit Increases:

When merit funds are available, PTK faculty will be assigned to one of three merit categories (exceeding expectations; meeting expectations; and, performing below expectations) by the Department Chair and (as appropriate) the Director of Undergraduate Studies or the Director of Research, according to their performance in the duties described in their contract. For instructional faculty, the relevant assessment items will include teaching evaluations, class syllabi and/or peer observations of teaching; for research faculty, the relevant assessment items will include publications, external grant submissions and other indicators of research productivity. The time frame of consideration for these evaluations will be since the last merit increase. The Departmental Chair will allocate available merit based on the merit categories. Faculty will be informed of their ranking and increase in a formal letter from the Chair.

Guidelines for Termination:

All campus instructional contracts include standard language for termination prior to end of appointment for both the University and the employee. Reasons for the University to terminate a contract prior to the end of appointment can be for reasons of performance or unit financial circumstances.

Interdisciplinary Faculty

PTK Faculty in Sociology do not normally hold separate, or joint appointments, in other departments. If a Sociology research faculty member had another appointment in a different unit, the College's procedures on handling promotion reviews across more than one unit would be used.

2. Professional Track Instructional Faculty Ranks.

Instructional Faculty at the University of Maryland have four ranks: junior lecturer, lecturer, senior lecturer and principal lecturer. These ranks do not carry tenure. The appointment and promotion criteria for these ranks are listed in Table 1.

Table 1. Minimum credentials for each instructional faculty rank.

Titles	Junior Lecturer	Lecturer	Senior Lecturer	Principal Lecturer
Academic Degree	The normal minimum requirement is a Master's degree or ABD.	The normal minimum requirement is a PhD (or equivalent).	The normal minimum requirement is a PhD (or equivalent).	The normal minimum requirement is a PhD (or equivalent).
Professional Experience	Created for graduate students finishing their programs beyond their Graduate Assistantship. At a minimum, appointees should have at least two semesters experience as a Teaching Assistant or equivalent.	The title Lecturer is used to designate appointments of persons serving primarily in a teaching capacity. Appointees will have a proven record of effective teaching within the discipline and at least one year of instruction (or its equivalent) or at least 5 years' experience practicing within the discipline.	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.	In addition to the qualifications required of the Senior Lecturer, the appointee 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.
Contract Terms	Appointments to this rank are typically one year and are renewable for a maximum of three years.	Appointments to this rank are typically one to three years and are renewable.	Appointments to this rank are typically one to five years and are renewable.	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.

Search Procedures:

Competitive, posted searches (announced to the department) will be conducted for full-time instructional faculty teaching positions. Hires will be made at the appropriate rank, based on the position description and a candidate’s experience and qualifications. Applications, made available to the department for feedback, will be reviewed by the Undergraduate Committee, and this committee will issue hiring recommendations. The department’s Chair, upon consultation with the Undergraduate Director, will review these recommendations and make the final hiring decisions. The Chair and Undergraduate Director will review the candidate’s CV and position description to ensure the appropriate title is used for new hires. All searches will follow [campus procedures & policies](#).

Procedures for Ongoing Evaluation:

All PTK faculty will have formal reviews of their performance. Formal evaluations of instructional PTK faculty will be completed at: the midpoint of initial term and at least every three years thereafter for Junior Lecturers; the midpoint of initial term and at least every three years thereafter for Lecturers; the midpoint of initial term and at least every five years thereafter for Senior Lecturers; and, the midpoint of initial term and at least every five years thereafter for Principal Lecturers. This timeline is for full-time instructional faculty; formal evaluations of part-time instructional faculty will occur on a modified timeline proportional to their % FTE. These reviews will assess whether the faculty member is successfully meeting obligations and provide a commentary on progress towards meeting the criteria for promotion to the next rank. The review will be completed by members of the Departmental Teaching Committee (of which the Director of Undergraduate Studies is a member). Formal evaluations shall be kept on record in a promotion file and shall be consulted when decisions are made about rank, salary, and contract renewal. All faculty members shall have the opportunity to review these evaluations and sign off on them in accordance with [campus policy](#)

Procedures for Promotion:

- a) There is an expectation that individuals will fulfill at least the length of their initial contract

terms before seeking promotion. However, individuals can request an expedited review for promotion to the next higher rank. Waivers of the usual timelines will be considered on a case-by-case basis for individuals who demonstrate performance at that higher level within a shorter timeframe.

- b) The individual seeking promotion writes a formal request letter to her/his department chair outlining the relevant points supporting a promotion. The letter should address the criteria listed in Tables 1 and 2 other sections of this document.
- c) The candidate will provide the department chair with the following no later than October 1st of the academic year in which the review will take place:
 - i. An up-to-date and signed CV (in the campus standard format for CVs) (<http://www.faculty.umd.edu/policies/currvit.html>)
 - ii. A teaching portfolio following campus faculty guidelines
 - iii. Names of at least two professional references (internal or external)
- d) The department chair will form a committee of at least three members, assigning a committee chair, and faculty members at or above the rank being sought by the candidate. At least one committee member will be a tenure track faculty member and at least one member will be a professional track faculty. If there are no professional track faculty in the department at or above the rank sought by the candidate, the Departmental chair will ask the Associate Dean for Faculty Affairs to recruit a committee member from another department.
- e) The committee chair will submit the following package to the department chair no later than two weeks after the committee vote: a) materials submitted by the candidate, b) report from references, and c) committee summary report, which includes a recommendation regarding promotion.
- f) Upon completion of the first-level review by the committee, the Sociology Department Chair will within two weeks of the date of the decision inform the candidate in writing whether the recommendations made by the review committee and the unit administrator were positive or negative. If either the department chair or the review committee supports promotion, the materials will be forwarded to the dean. If neither the department chair nor the review committee supports promotion, the case will not be forwarded to the dean and the chair will explain the reasons for the negative decision in his letter to the candidate. For review or promotion from Junior Lecturer to Lecturer or from Lecturer to Senior Lecturer, the review process will end at the level of the Dean.

The promotion from Senior Lecturer to Principal Lecturer has a somewhat different procedure. If the chair and/or committee supports promotion, the case will progress to the second level of review. Second-level review of recommendations for promotion from departments will be conducted within BSOS. The BSOS review committees will be established in conformity with the approved bylaws of the college. Both the recommendation of the BSOS committee and the recommendation of the Dean will go forward to be considered, together with all other relevant materials, at higher levels of

review. The third- or campus-level review committee will make its recommendations on the basis of whether or not the University's standards for promotion have been met. The committee will transmit its recommendation and a written justification to the Provost, along with all materials provided from the lower levels of review.

At the college and university levels of review, summaries will be provided to the candidate whenever recommendations are negative. For a positive decision, candidates will be informed of the decision at the conclusion of the review process. Once granted, a promotion cannot be rescinded.

- g) In the case of a negative outcome at any level, the candidate for promotion can reinitiate this process in future years. In other words, a negative decision for promotion does not preclude renewal of the existing appointment.

Candidates have the right to appeal a negative decision. 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. A decision may not be appealed on the ground that a different review committee, department chair, dean or Provost exercising sound academic judgment might, or would, have come to a different conclusion. An appeals committee will not substitute its academic judgment for the judgment of those in the review process.

Violation of procedural due process means that the decision was negatively influenced by a failure during the formal review for promotion by those in the review process to take a procedural step or to fulfill a procedural requirement established in relevant promotion and tenure review procedures of a department, school, college, campus or system. Procedural violations occurring prior to the review process are not a basis for an appeal.

Violation of substantive due process means that: (1) the decision was based upon an illegal or constitutionally impermissible consideration; e.g. upon the candidate's gender, race, age, nationality, handicap, sexual orientation, or on the candidate's exercise of protected first amendment freedoms (e.g., freedom of speech); or (2) the decision was arbitrary or capricious, i.e., it was based on erroneous information or misinterpretation of information, or the decision was clearly inconsistent with the supporting materials.

For faculty seeking promotion to the rank of Lecturer or Senior Lecturer, the candidate can appeal to the department. Within two weeks of receiving the appeal, the Department Chair must form an appeals committee consisting of three faculty members at or above the rank of the promotion who had not served on the initial review committee. The committee then has four weeks to consider the written appeal, meet with the candidate and any other relevant individuals, and send a written decision to the chair and the candidate. If the appeal is successful, then a new promotion review will be conducted, correcting the deficiencies of the prior one. If the outside letters were not the subject of the appeal, then they will serve as the outside letters for the new review.

If the appeal is denied, the candidate is not promoted and the chair of the review committee

sends the candidate a letter explaining the grounds on which the appeal was denied. The candidate can appeal that decision to the Dean of the College of Behavioral and Social Sciences. The Dean, either alone or with the advice of an ad hoc committee that s/he forms for this purpose, can reverse the departmental appeals committee's decision on the grounds that (a) procedures were not properly followed or (b) the evaluation criteria were inadequate or improper. This decision is final and not subject to further appeal.

For candidates seeking promotion to Principal Lecturer, the candidate may appeal the decision by requesting that the case be submitted to the Campus Appeals Committee for consideration. The request will be in writing and be made within sixty (60) days of notification of the negative decision. If the request is granted, all papers to be filed in support of the appeal must be submitted to the Appeals Committee not later than one hundred and twenty (120) days after notification unless otherwise extended by the Provost because of circumstances reasonably beyond control of the candidate. In writing these appeals letters, the appellant should be aware that these letters serve as the evidentiary basis for investigations of the validity of the appeal and that these letters will be shared by the Campus Appeals Committee with the parties against whom allegations are made and any other persons deemed necessary by the Committee for a determination of the issues.

- h) With the exception of Junior Lecturers (a rank given to graduate students on a temporary annual basis, with a six-year limit), individuals may choose to stay at a given rank indefinitely (i.e., are not required to seek promotion within any specific timeframe).

Table 2: Guidelines for Preparing the Promotion Review Report

	Junior Lecturer	Lecturer	Senior Lecturer	Principal Lecturer
Course Materials (e.g. syllabi, learning outcomes, assignments, student work, etc.)	<p>At a minimum, a faculty member must provide a teaching portfolio that includes the following:</p> <ul style="list-style-type: none"> • A clear, well-written sample syllabus with appropriate learning outcomes • Examples of pedagogically supported student 	<p>At a minimum, a faculty member must provide a teaching portfolio that includes the following:</p> <ul style="list-style-type: none"> • A clear, well-written sample syllabus with appropriate learning outcomes • Examples of pedagogically supported student 	<p>At a minimum, a faculty member must provide a teaching portfolio that demonstrates a history of:</p> <ul style="list-style-type: none"> • A clear, well-written sample syllabus with appropriate learning outcomes • Examples of pedagogically supported student 	<p>At a minimum, a faculty member must provide a teaching portfolio that represents a true commitment to the scholarship of the teaching. Evidence may be provided through:</p> <ul style="list-style-type: none"> • A clear, well-written sample syllabus with appropriate learning outcomes • Examples of pedagogically supported student

	assignments or activities	assignments or activities <ul style="list-style-type: none"> • Sample of student work with your feedback 	assignments or activities <ul style="list-style-type: none"> • Sample of student work with your feedback 	student assignments or activities <ul style="list-style-type: none"> • Sample of student work with your feedback
Assessments (e.g. peer review, course evaluation summary, learning outcomes assessment, etc.)	At a minimum, a faculty member must provide the following: <ul style="list-style-type: none"> • A record of positive teaching evaluations 	At a minimum, a faculty member must provide the following: <ul style="list-style-type: none"> • A record of positive teaching evaluations • A record of LOA (if teaching general education courses) 	At a minimum, a faculty member must provide the following: <ul style="list-style-type: none"> • A record of positive teaching evaluations • A record of LOA (if teaching general education courses) • Peer reviewed instruction and evaluation of teaching 	At a minimum, a faculty member must provide the following: <ul style="list-style-type: none"> • A record of positive teaching evaluations • A record of LOA (if teaching general education courses) • Peer reviewed instruction and evaluation of teaching
Instructional Advancements & Innovations	If applicable	If applicable	At a minimum, a faculty member must provide the following: <ul style="list-style-type: none"> • Examples of course/assignment/exam redesigns and/or modifications • Proposals for newly created courses or formats 	At a minimum, a faculty member must provide the following: <ul style="list-style-type: none"> • Examples of course/assignment/exam redesigns and/or modifications • Proposals for newly created courses or formats
Other Evidence of Instructional Accomplishments	At a minimum, a faculty member must	At a minimum, a faculty member must	At a minimum, a faculty member must	At a minimum, a faculty member must provide the following:

ts (e.g. teaching philosophy, awards, training, research/scholarship in teaching/learning, etc.)	provide the following: <ul style="list-style-type: none"> • A clear, concise teaching philosophy (not a list of positive teaching evaluations) • Evidence of having completed a teacher training workshop or seminar 	provide the following: <ul style="list-style-type: none"> • A clear, concise teaching philosophy (not a list of positive teaching evaluations) • Any evidence of teaching awards or scholarship 	provide the following: <ul style="list-style-type: none"> • A clear, concise teaching philosophy (not a list of positive teaching evaluations) • Any evidence of teaching awards or scholarship • Evidence of mentorship, service, or leadership 	<ul style="list-style-type: none"> • A clear, concise teaching philosophy (not a list of positive teaching evaluations) • Any evidence of teaching awards or scholarship • Evidence of mentorship, service, or leadership
Summary	Record of teaching experience or Teaching Assistantship and a willingness to improve skills through training and mentorship.	Record of effective teaching and at least one year of full-time instruction (or equivalent) or a combined 5 years of practical experience.	Record of significant contribution to the unit's undergraduate instructional mission by excellence in instruction and/or student mentorship and service.	Outstanding and continuous record of contribution to the unit's undergraduate instructional mission by excellence in instruction, student mentorship, and/or campus leadership and service.

Guidelines for Raises Associated with Promotions from Lecturer to Senior Lecturer and Senior Lecturer to Principle Lecturer (Full Time Only)

Although neither mandated nor guaranteed, a salary increase from the BSOS Dean for promotions from full-time lecturer to full-time senior lecturer or from full-time senior lecturer to full-time principal lecturer, can be negotiated by the Chair if it is matched by the Department. The amount can be augmented above the match if consistent across all candidates of the same rank in a given year within a department. The College will determine the minimum salary increases for promotion annually.

Note that raises associated with promotion are independent of merit increases.

Performance Evaluation and Review for Promotion of Part-Time and Adjunct Instructional Faculty:

Instructional faculty appointed at less than 100% FTE will be reviewed and promoted on a modified timeline proportional to their % FTE. For example, in a department where eight courses per academic year represent a full workload for 100% FTE, instructional faculty teaching two courses per year are eligible for promotion at ¼ the pace of full-time counterparts.

Further clarification on UM Adjunct Faculty Policy and eligibility for Adjunct II status can be found [Here](#).

Eligibility for College Awards:

Instructional faculty can be nominated for the Excellence in Teaching Award, Excellence in Teaching and Mentorship Award, Excellence in Diversity and Inclusion Award and/or the Excellence in Service Award.

3. Professional Track Research Faculty Ranks.

Table 3. Minimum credentials for each research faculty rank.

Titles	Post-Doctoral Associate	Assistant Research Professor	Associate Research Professor	Research Professor
Academic Degree	The normal minimum requirement is a PhD (or equivalent).	The normal minimum requirement is a PhD (or equivalent).	The normal minimum requirement is a PhD (or equivalent).	The normal minimum requirement is a PhD (or equivalent).
Professional Experience	Created for recent PhDs with established or prospective research skills, who are hired to support departmental research activities. Under this appointment, the individual is expected to execute research project goals as developed and defined by other	The candidate shall have demonstrated superior research ability through conducting independent research and publishing in refereed journals, and been a PI or Co-I on one or more awarded research grants. It is also desirable that the candidate has proven qualified and	In addition to the qualifications required of the assistant rank, appointees to this rank should have extensive successful experience in scholarly or creative endeavors, and the ability to propose, develop, and manage major research projects as PI. Research	In addition to the qualifications required of the Associate rank, appointees to this rank should have demonstrated a degree of proficiency sufficient to establish an excellent reputation among regional, national, and international colleagues. Appointees should

	principal investigators.	competent to direct the work of others (such as technicians, graduate students, other senior research personnel). There should be clear evidence that the candidate is capable of acting in an independent manner in relation to carrying out research.	should have made an original, substantive contribution in Sociology or a related discipline. They should show significant potential for continued success in research. Publications should be of high quality. Participation in review of refereed articles and/or grant proposals is expected	provide tangible evidence of sound scholarly production in research, publications, professional achievements or other distinguished and creative activity. The candidate shall have demonstrated leadership in Sociology or a related discipline, e.g., should be recognized by the external community through awards, roles in international and national professional organizations, and serving in editorial roles for peer-reviewed journals.
Contract Terms	Appointments to this rank are typically one year and are renewable for a maximum of three years.	Appointments to this rank are typically one to three years and are renewable.	Appointments to this rank are typically one to five years and are renewable.	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.

Search Procedures:

Competitive, posted searches will be conducted for full-time PTK research faculty. Hires will be made at the appropriate rank, based on the position description and a candidate’s experience and

qualifications (The department's Chair and Research Director review the candidate's CV and position description to ensure the appropriate title is used). All searches will follow [campus procedures & policies](#).

An initial appointment at Full Research Professor will be reviewed by a college-level committee consisting of at least three faculty members (one tenured Full Professor, and a minimum of two PTK faculty at the highest rank in a relevant title series), who will issue a recommendation to the Dean. If the appointment is for 50% FTE or higher, it will also be reviewed by a review committee constituted by the Office of the Provost.

New hires will be provided with the URL for the Department's policy which includes the URL for the campus guidelines. All unit policies and procedures shall be available online.

Procedures for Promotion:

Research faculty can request consideration for promotion following the below timeline. If approved, promotions are effective the start of the following fiscal year. There is no expectation for minimum, or maximum, time in rank before promotion.

- a. The candidate writes a letter formally requesting consideration for promotion to the Research Director. This letter should outline the reasons why the candidate believes he/she should be promoted referencing both their specific contract expectations as well as the promotion criteria from this document.
- b. The candidate will provide the department chair with the following materials no later than **January 1st**:
 - i. An up-to-date and signed CV (<http://www.faculty.umd.edu/policies/currvit.html> in the campus standard format for CVs).
 - ii. A personal research statement that will outline the Candidate's research goals and professional development.
 - iii. Copies of five relevant publications.
- c. The department chair will form a committee of at least three members, assigning a committee chair, and faculty members at or above the rank being sought by the candidate. At least one member will be a tenure track faculty member and at least one committee member will be a professional track faculty. If there are no professional track faculty in the department at or above the rank sought by the candidate, the Departmental chair will ask the Associate Dean for Faculty Affairs to recruit someone from another department.
- d. The promotion committee will submit the candidate's package consisting of the materials submitted by the candidate and the committee's summary report to the

Chair of the Department. The Chair should receive the promotion package no later than **April 1st**.

- e. The Department Chair reviews the Committee recommendations and the Candidate's package. If the Chair has questions or concerns, he/she may ask the committee for clarification and/or additional information.
- f. If the Chair supports promotion, the Chair writes a letter recommending the promotion and sends the package to the Dean's Office. If the Chair does not support promotion, but the Committee did, the package with the Chair's letter is sent to the Dean's Office. If a negative outcome is reached at the college level, the Dean will notify the candidate in writing. If both the Chair and the Committee do not recommend promotion, the Candidate is notified and is not promoted. In the case of a negative outcome, the candidate's contract can be renewed at the existing title and the candidate can request promotion in future years.
- g. In the case of a negative outcome at the departmental level, an appeal can be brought to the rest of the full professors (TT and PTK) (not members of the Committee) provided that (a) The procedure described above was not followed correctly or (b) It is thought that the criteria used for evaluation were inadequate or improper.
- h. The Chair will inform the candidate in writing of the outcome of their promotion request and any associated promotion increase. The College will determine the minimum salary increases for promotions annually. The promotion salary increase must be consistent for all candidates at a given rank within the title series in any year. Promotions cannot be rescinded at a later date.