

# POLICY ON APPOINTMENT AND PROMOTION OF PROFESSIONAL TRACK FACULTY

## Department of Electrical and Computer Engineering

Note: This policy is viewed as complementing the latest versions of “A. James Clark School of Engineering, Policy on Appointment and Promotion of Professional Track Faculty”. In case of conflict, the College document is the governing document.

### **I. Appointments and Promotions of Professional Track Faculty**

#### **A Professional Track Faculty with Instructional Roles (Lecturer, Senior Lecturer, Principal Lecturer):**

##### A.1 New appointment of Lecturer

To propose an appointment for a Lecturer, a CV, three letters of recommendation and a statement regarding the candidate’s accomplishments shall be submitted to the ECE appointment and promotion committee for professional track faculty (ECE APT Committee).

##### A.2 Criteria for promotion or appointment to the rank of Senior Lecturer

Candidates for promotion from Lecturer to the rank of Senior Lecturer should “have an exemplary teaching record over the course of at least five years of fulltime 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.” Significant and extended professional experience may be substituted for instructional experience. Appointments to the rank of Senior Lecturer are typically one to five years and are renewable.

Specifically recognized and encouraged will be (1) Teaching excellence as evidenced by student evaluations, (2) student and alumni feedback, peer evaluations, (3) the adoption of innovative classroom practices, (4) incorporation of modern instructional tools (software, technology, videography, demonstrations), (5) curriculum development, (6) effective training and supervision of teaching assistants, (7) advising or mentoring of student organizations, (8) outreach activities, and (9) service to campus and professional communities.

##### A.3 Criteria for appointment or promotion to the rank of 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.

Principal Lecturers, by virtue of their sustained record of exemplary teaching, are expected to play a role in advising, guiding, directing, supporting or mentoring the instructional activities of others, including newly appointed Lecturers in the ECE Department.

If the appointee in all ranks has specific instructional responsibilities, roles or expectations among or in addition to those mentioned above (and consist with the title and rank), they should be described in the individual’s appointment agreement. In addition to the criteria outlined here, appointees or candidates for promotion should be evaluated based upon these responsibilities.

##### A.4 Procedural guidelines for promotion to Senior Lecturer and Principal Lecturer

1. Any existing Lecturer or Senior Lecturer who meets the eligibility criteria may request to be considered for promotion to the next rank. New appointees must be nominated for appointment by an existing tenured or professional-track faculty member in the ECE department -- typically the individual to whom the appointee would directly report. In such cases, the nominating letter must accompany the candidate's dossier.
2. The candidate-provided items must include, at minimum, the following items:
  - (a) Curriculum Vita;
  - (b) Professional Statement; and
  - (c) Teaching Portfolio, including a summary of instructional activities, course enrollments, and student evaluations.
3. The ECE department must organize and conduct at least one peer evaluation in which another (professional, tenured, or tenure-track) faculty member observes the candidate in an instructional setting and provides a concise evaluative summary to be included in the candidate's dossier.
4. The ECE department must hold a faculty vote on the promotion. Eligible faculty voters must include all of the ECE's instructional professional-track faculty at or above the promotion rank, as well as tenured or tenure-track faculty at or above the equivalent rank. (i.e., only Associate Professors, Senior Lecturers and above may vote on promotions to Senior Lecturer; only Professors and Principal Lecturers may vote on promotions to Principal Lecturer.)
5. In addition to the candidate-provided items, the dossier must include, at minimum: (a) Concise summary of the vote, (b) Letter from the Department Chair. For appointments and promotions to Senior Lecturer, the final dossier and department recommendation is forwarded to the College for a final decision by the Dean or designee. For appointments and promotions to Principal Lecturer, the final dossier and department recommendation is forwarded for consideration by the College APPTK committee.

#### **B. Adjunct (Assistant, Associate) Professor:**

The appointee shall be associated with the faculty of the Department, but shall not be essential to the development of the Department'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. Appointments to these ranks shall not extend beyond the end of the fiscal year during which the appointment becomes effective and may be renewed.

To propose an appointment for an Adjunct Assistant Professor, a CV, three letters of recommendation and a statement regarding the candidate's accomplishments will be provided to and reviewed by the Chair of the department with input from all faculty members who interacted with the candidate during the search process.

To propose an appointment for an Adjunct Associate Professor or Adjunct Professor a CV, three letters of recommendation and a statement regarding the candidate's accomplishments shall be submitted to the Faculty Assembly. Approval of this appointment shall require a formal faculty vote. For an appointment at the Associate rank, a vote of all Associate and Full Professors is required. At the full Professor rank, a vote of only the Full Professors is required.

#### **C. Affiliate (Assistant, Associate, Assistant Research, Associate Research, Research) Professor:**

These titles shall be used to recognize the affiliation with the ECE department of a faculty member whose appointment and salary are formally linked to another department. The nature of the affiliation shall be specified in writing, and the appointment shall be made upon the recommendation of the Department's Faculty Assembly, and with the consent of Faculty Assembly. The rank of affiliation shall be commensurate with the appointee's qualifications. The appointment is made for a term not to exceed three years and is renewable.

To propose an appointment for an Affiliate Assistant Professor or Affiliate Assistant Research Professor, a CV, three letters of recommendation and a statement regarding the candidate's accomplishments will be provided to and reviewed by the Chair of the department with input from all faculty members who interacted with the candidate during the search process.

To propose an appointment for an Affiliate Associate Professor, Affiliate Associate Research Professor, Affiliate Professor or Affiliate Research Professor, a CV, three letters of recommendation and a statement regarding the candidate's accomplishments shall be submitted to the Faculty Assembly. Approval of this appointment shall require a formal faculty vote. For an appointment at the Associate rank, a vote of all Associate and Full Professors is required. At the Full Professor rank, a vote of only the Full Professors is required.

Issues relating to obtaining a visa or work permit for this position should be coordinated with the Department.

**D. Professional Track Faculty with Research Roles (Post-Doctoral Associate, Assistant Research Professor, Assistant Research Scientist, Assistant Research Engineer, Associate Research Professor, Associate Research Scientist, Associate Research Engineer, Research Professor, Research Scientist, and Research Engineer)**

Initial appointments at the Post-Doctoral Associate level are made by an existing tenured or professional-track faculty member in the ECE department. This policy therefore only addresses the ECE-wide criteria for appointment and promotion to the higher ranks.

**D.1 Criteria for appointment to the Ranks of Assistant Research Professor, Assistant Research Scientist, and Assistant Research Engineer**

These ranks are “generally parallel to Assistant Professor”, and all three ranks are to be considered equivalent for the purpose of seniority, privilege, committee representation, service expectation, and voting eligibility. 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 these ranks. Appointments to these ranks are typically one to three years and are renewable.

Appointees to the rank of Assistant Research Professor shall have demonstrated superior research ability and potential for contributing to the educational mission through teaching or service. Appointees to the rank of Assistant Research Scientist shall have demonstrated superior scientific research ability. Appointees to the rank of Assistant Research Engineer “shall have a demonstrated record of superior engineering practice, design, and development. The factors to be considered for the promotion committee report depend on the candidate’s professional track. In addition to the external letters, the factors to be considered when relevant are outlined below.

Relevant teaching and advisement factors to be considered in evaluating the quality of teaching and advisement should include:

1. Supervision of graduate students, and completion of M.S. and Ph.D. theses by advisees.
2. Achievement and recognition of student-advised work
3. Placement of advisees

**D.2 Criteria for promotion to the Ranks of Associate Research Professor, Associate Research Scientist, and Associate Research Engineer**

These ranks are “generally parallel to Associate Professor”, and Engineering, all three ranks are to be considered equivalent for the purpose of seniority, privilege, committee representation, service expectation, and voting eligibility.

Appointees must demonstrate all of the qualifications required of the corresponding assistant research position, plus the qualifications articulated below. Appointments to these ranks are typically one to five years and are renewable. Associate 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. Associate 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. Associate Research Engineer appointees “shall have a record of significant engineering achievement, show promise of continued productivity, and have the ability to propose, develop, and manage engineering projects.

**D3. Criteria for promotion to the Ranks of Research Professor, Research Scientist, and Research Engineer**

These ranks are “generally parallel to Professor”, and all three ranks are to be considered equivalent for the purpose of seniority, privilege, committee representation, service expectation, and voting eligibility.

Appointees must demonstrate all of the qualifications required of the corresponding associate research position, plus the qualifications articulated below. 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 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, and professional achievements or other distinguished and creative activity, and exhibit excellence in contributing to the educational mission through teaching or service. 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. Research Engineer appointees shall have established a national and, where appropriate, international reputation for outstanding engineering practice, design, and development. Appointees should provide tangible evidence of sound scholarly production in research, publications, professional achievements, or other distinguished and creative activity.

#### D.4 Additional factors to be considered (all Research Faculty Ranks)

The factors to be considered in appointment and promotion decisions depend on the candidate's professional track, and the expected level of accomplishment generally increases with rank within the research faculty sequence. Whenever appropriate and available, these items should be documented in the candidate's CV, professional statement, or other supporting materials.

##### 1. Advising and Mentoring of Students, Trainees and Postdoctoral Researchers

Factors to be considered include: Supervision or co-advising of graduate students, completion of M.S. theses and Ph.D. dissertations by advisees, career placement of former students, participation on thesis committees, mentoring of postdoctoral researchers, advising of undergraduate students, and all other research or technical supervision. Significant awards and recognitions of research advisees should be noted.

##### 2. Teaching and Instruction (for appointment that include instructional responsibilities)

Factors to be considered include: record of teaching, enrollments, student evaluations, curriculum revision, course modernization, new course development, tutorials and short-courses for conferences, professional societies or local industry.

##### 3. Research and Scholarship

a) Scholarly works (peer-reviewed journal articles, refereed conference proceedings, patents, books). Non-traditional scholarly works could include software, standards, procedures, technical reports, and design studies. The quality and selectivity of the publication outlets should be explained.

b) Presentations and Invited Talks

c) Awards and Recognitions (e.g., fellowship in professional societies, etc.)

d) External grants and contracts – a sustained record of sponsored research appropriate to the candidate's rank and specialization.

##### 4. Service

a) Department, college, and university service

b) Membership and service to relevant professional societies

c) Service to the federal, state, and local governments

d) Interaction with industry and external research organizations

e) Service on editorial boards of archival journals and major conference program committees.

f) Community outreach

If the appointee has specific research responsibilities in addition to those mentioned above (and consist with the title and rank), they should be described in the individual's appointment agreement. In addition to the criteria outlined here, appointees or candidates for promotion should be evaluated based upon these responsibilities.

#### D.5 Procedural guidelines for appointment and promotion to Assistant Research (Professor/Scientist/Engineer), Associate Research (Professor/Scientist/Engineer) and Research (Professor/Scientist/Engineer)

The ECE-level and College-level policies, procedures and criteria for professional track faculty must be made available and communicated to all research professional track faculty at the time of their hiring or appointment. Any existing professional track research faculty member who meets the eligibility criteria may request to be considered for promotion to the next rank. New appointees must be nominated for appointment by an existing tenured or tenure-track faculty member in the ECE department (normally the individual's supervisor or principal investigator), and in such cases the nominating letter must accompany the candidate's dossier. The candidate-provided items must include, at minimum, the following items:

- (a) Curriculum Vita; and
- (b) Professional Statement

The ECE department must request letters of reference for the candidate. In order to solicit unbiased and confidential assessments, the request for letters must be issued by the ECE department (not the candidate), and should describe the criteria for the promotion and appointment, and must contain, at minimum, the candidate's CV and Professional Statement. The final dossier must include at least 3 letters for Assistant Research faculty ranks, 4 letters for Associate Research faculty ranks, and 5 letters for the highest Research Faculty ranks. For newly appointed research faculty, the nominating letter from a present tenured- or tenure-track faculty may be substituted for a solicited letter. The letters are to be included in the candidate's dossier for all future voting and consideration. The ECE department must hold a faculty vote on the promotion. Eligible faculty voters must include all of the ECE's research professional-track faculty at or above the promotion rank, as well as tenured or tenure-track faculty at or above the equivalent rank.

Upon completion of the ECE-level vote, the following must be added to the dossier:

- (a) Concise summary of the vote
- (b) Letter from the Department Chair/Director

The ME department may appoint a promotion committee comprised of up to three eligible voting faculty (professional or tenure-track) to collect the required information and assemble the required dossier prior the faculty vote.

For appointments and promotions to Associate Research Faculty ranks, the final dossier and ECE department recommendation is forwarded to the College for a final decision by the Dean or designee. For appointments and promotions to Research (Professor/Scientist/Engineer), the final dossier and ECE department recommendation is forwarded for consideration by the College APT committee.

#### **F. Visiting appointments at any rank:**

The prefix visiting before an academic title, e.g., Visiting Professor, shall be used to designate a short term professorial appointment without tenure. The appointment is made for a term not to exceed three years and is renewable. Appointments for any rank are made at the discretion of the Chair.

#### **G. Professional Track Faculty with Specialist Roles (Faculty Specialist, Senior Faculty Specialist, Principal Faculty Specialist):**

Initial appointments at the Faculty Specialist level are made by an existing tenured or professional-track faculty member in the ECE department. Below are the ECE's minimum criteria for appointments into the Faculty Specialists Series. Note that, in some cases, education may be substituted for professional work experience at of rate of two years for a Master's degree and four years for a PhD degree.

##### **G.1 Criteria for appointment to the rank of 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.

Candidates shall have a minimum of a Bachelor's degree and 2 years of professional experience in a related area. A Master's degree can be substituted for the 2 years of the professional experience.

##### **G.2 Criteria for appointment or promotion to 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.

Candidates shall have a minimum of a Master's degree and 2 years of professional experience in a related area or have at least 3 years full-time as a Faculty Specialist or equivalent. A PhD degree can be substituted for the 2 years of professional experience.

### G.3 Criteria for appointment or promotion to 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.

Candidates shall have a minimum of a PhD degree and 4 years of professional experience in a related area or have at least 5 years full-time experience as a Senior Faculty Specialist or equivalent. Unlike tenured and tenure-track faculty, whose performance is evaluated based on their contribution to research, teaching, and service, the performance of PTK faculty of all Faculty Specialist Ranks should be evaluated on the primary job responsibilities of the PTK appointment as stated in the individual's offer letter, appointment agreement and/or job description. Other factors the ECE department may want to consider in reviews of promotion within the Faculty Specialist Ranks may include assessments of the candidates'

1. Potential to make significant contributions to the profession
2. Potential to work collaboratively with professional colleagues
3. Potential for recognition as a leader in the profession
4. Potential to contribute to the achievement of the goals of the College
5. Interest in serving on division, departmental, or university committees
6. Creative abilities

### G.4 Procedural guidelines for promotion to Senior Faculty Specialist or Principal Faculty Specialist

The ECE-level and College-level policies, procedures and criteria for professional track faculty must be made available and communicated to all specialist-track faculty at the time of their hiring or appointment. Any candidate who meets the eligibility requirements for promotion may request to be considered. New appointees at the Senior or Principal Faculty Specialist rank must be nominated for appointment by an existing tenured or professional-track faculty member in the ECE department -- typically the individual to whom the appointee would directly report. In such cases, the nominating letter must accompany the candidate's dossier. The promotion dossier must include, at minimum, the following items:

- (a) Curriculum Vita;
- (b) Professional Statement, documenting the candidate's professional activities, administrative, and/or managerial responsibilities, productivity, creativity, and professional development;
- (c) Nomination letter (for new appointees only); and
- (d) Names and contact information for at least two references. Suggested references could include constituents served, internal or external professional colleagues, the individual's supervisor or principal investigator and if relevant, employees who report directly to the candidate. While the candidate may confirm availability and willingness of potential references prior to applying for promotion, in order to solicit unbiased and confidential assessments, the request for letters must be issued by the ECE department, and should describe the criteria for the promotion and appointment, and must contain, at minimum, the candidate's CV and professional statement. The final dossier must include at least 2 letters. The letters are to be included in the candidate's dossier for all future voting and consideration.

The ECE department must hold a faculty vote on the promotion. Eligible faculty voters must include all of the ECE's research professional-track faculty at or above the promotion rank, as well as tenured or tenure-track faculty at or above the equivalent rank.

Upon completion of the ECE-level vote, the following must be added to the dossier:

- (a) Concise summary of the vote or committee decision

(b) Letter from the Department Chair/Director

For appointments and promotions to Senior Faculty Specialist ranks, the final dossier and department recommendation is forwarded to the College for a final approval by the Dean or designee. For appointments and promotions to Principal Faculty Specialist, the final dossier and department 308 recommendation is forwarded for consideration by the College APPTK committee.

#### G.5 Faculty Assistant

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. 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. Possible faculty-level appointments for those holding the rank of Faculty Assistant could include Assistant Research Scientist/Engineer/Professor, Lecturer, or Faculty Specialist, as explained below.

A PTK faculty may be moved from a Faculty Assistant position to a Faculty Specialist position at any time, as long as the individual satisfies the above criteria for the Faculty Specialist title or has served satisfactorily for three years at this title and meets the ECE's criteria. This will not be considered a promotion. Since the Faculty Assistant positions are limited to a three year term, at the end of the term the individual will either need to be terminated, moved to another Faculty position (such as Faculty Specialist), or compete for an Exempt position. Anyone with less than a 'Satisfactory' rating from the immediate supervisor should not be moved to another faculty position.

## **II. ECE APT Committee for Professional Track Faculty**

### **A. Composition of ECE APT Committee for Professional Track Faculty**

The ECE APT Committee for professional track faculty shall consist of the Full Professor members of the standing ECE APT Committee, along with at least two and no more than four professional-track faculty members, if available, who are at the highest professional-track rank in their respective categories.

### **B. Responsibilities and Activities of ECE APT Committee for Professional Track Faculty**

The ECE APT committee for professional track faculty is responsible for reviewing and voting on all new appointments of the entry professional-track rank in their respective categories. A simple majority of voting members of the committee shall constitute a positive vote outcome. The committee must also prepare a concise summary of the discussion and vote tally for each case that is sent to the Chair. The decision to hire is made by the Chair based upon the candidate's resumes and the input from the ECE APT committee for professional track faculty and all faculty members who have interacted with the candidate during the search process.

### **C. Timeline for ECE-level Review of Professional Track Faculty**

The ECE APT committee for professional track faculty is responsible for establishing the annual deadlines for professional track faculty to request consideration for promotion, and these deadlines must be announced to all professional-track faculty. The ECE APT committee for professional track faculty will annually organize and arrange the promotion schedule for all promotions to the ranks of Principal Lecturer, Research Professor, Research Scientist, Research Engineer, and Principal Faculty Specialist. The deadline for submission of candidate dossiers and supporting materials will be communicated to the candidate by the ECE APT committee for professional track faculty. The promotion schedule will be selected to allow sufficient time to complete the review and meet the College-level deadline for dossier submission.

New appointments to the ranks of Principal Lecturer, Research Professor, Research Scientist, Research Engineer, and Principal Faculty Specialist may be made at any time during the calendar year. The ECE APT committee for professional track faculty must notify the College of any proposed new appointments to these ranks.