

**Department of Economics
Professional Track Instructional Faculty
Appointment, Evaluation and Promotion (AEP) Policies**

This document specifies policies and procedures to be used by the Economics Department regarding full time professional track instructional faculty. 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. (This document does not apply to research faculty, clinical faculty or faculty specialists. It also does not apply to adjunct faculty.)

The Economics Department's policy is also consistent with the policy of the College of Behavioral and Social Sciences. It may be superseded by changes in University policy and/or College policy; professional track instructional faculty will be informed of such changes if and when they occur.

I. Different titles within the ranks of professional track instructional faculty

A. As stipulated in [II-1.00\(A\), the University of Maryland, College Park Policy on Appointment, Promotion and Tenure of Faculty](#), the Economics Department recognizes five titles within the ranks of professional track instructional faculty, as follows:

1. Assistant Lecturer – BA in economics and minimum 1 semester experience as teaching assistant
2. Junior Lecturer – MA in economics and minimum 1 academic year experience as teaching assistant
3. Lecturer – minimum ABD, PhD preferred; minimum 1 academic year experience as teaching assistant, experience as instructor of record preferred
4. Senior Lecturer - minimum PhD; minimum 5 years fulltime teaching experience; positive or improving performance evaluations; evidence of strong potential in learning outcome assessments, innovative teaching practices, and/or curriculum design
5. Principal Lecturer – minimum PhD; minimum 5 years fulltime experience as Senior Lecturer or equivalent; excellent performance evaluations; evidence of excellence in learning outcome assessments, innovative teaching practices, and/or curriculum design

The criteria listed here also will be used as the criteria for promotion; other information about promotion is presented in section IX of this document.

B. Professional track instructional faculty hired to teach on a course-by-course basis are deemed “adjunct” in accordance with the [University of Maryland Policy on the Employment of Adjunct Faculty](#) . The department has a separate policy applicable to adjuncts.

C. Professional track instructional faculty hired on a salary basis are considered “full time” if they teach 6 classes within an academic year and carry out other assigned responsibilities to support the department's educational activities, as specified in each individual's appointment contract. Professional track instructional faculty hired on a salary basis who teach less than 6 classes within an academic year will be paid a percentage of a full time salary based on number of classes to be taught. Regardless of how many classes a salaried professional track

instructional faculty member teaches, they will support the department's educational activities with duties specified in the individual's appointment contract.

II. Search Procedures

The Economics Department complies with University policy regarding recruitment and consideration of applicants for professional track instructional faculty, as well as all other faculty and staff. The Chair will designate faculty to conduct searches and nominate candidates for hire. The Provost oversees departmental procedures for selecting faculty, including verifying credentials, and reflecting the University's commitment to EOE and affirmative action. The University of Maryland is an equal opportunity/affirmative action employer and complies with all applicable federal and state laws and regulations regarding nondiscrimination and affirmative action; all qualified applicants will receive consideration for employment. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, educational programs and activities, and admissions.

III. New Appointments

- A. Professional track instructional faculty will be hired based on credentials and teaching experience as described in Section I. The search committee appointed by the Chair will review candidates' CVs and other documents in light of proposed teaching assignments and recommend the best possible candidate. The Chair will accept or reject committee nominations. Initial appointments for salaried professional track faculty will be for terms of one year, except in unusual circumstances.
- B. The Economics Department will use the University's online contract management system to ensure that all contracts contain necessary elements, including course assignments and other responsibilities to support the Department's educational activities.
- C. Information on how to access this policy will be available online, and a paper copy will be given to all newly hired professional track faculty with offer letters. The Chair or her designee will supervise and support professional track instructional faculty.
- D. Initial appointments at levels below Principal Lecturer will be reviewed and approved by the Associate Dean for Faculty Affairs within the College.
- E. If the search committee at the department level recommends initial appointment at the level of Principal Lecturer, the candidate's application will be reviewed by a college-level committee consisting of at least three faculty members (one tenured Full Professor, and a minimum of two Principal Lecturer), who will issue a recommendation to the Dean. Such outcomes will be determined by simple majority vote. All review committee members shall be full voting members and serve a two-year term (although this term limitation may be waived until there are enough faculty at the highest PTK ranks to rotate membership on this committee). If the appointment is less than 50% FTE, the Dean has the authority to approve/deny the appointment. If the appointment is for 50% FTE or higher, the dossier

(with the Dean's recommendation) will be forwarded to a review committee constituted by the Office of the Provost.

IV. Teaching Support

The Economics Department will provide professional track instructional faculty with:

- office space, access to photocopying services, equipment, and other materials needed to carry out instructional responsibilities
- information needed to carry out responsibilities, such as examples of past course syllabi (if available), schedule of classes, guidance on using ELMS, and links to the library and the Teaching and Learning Transformation Center.
- assistance in ordering textbook(s) for the course(s), if needed
- means of communicating with students, such as an institutional email account and/or telephone access
- support for implementing university and department policies relevant to teaching; descriptions of these policies are available at <http://www.ugst.umd.edu/courserelatedpolicies.html> <https://www.faculty.umd.edu/teach/index.html> and <https://www.econ.umd.edu/undergraduate/departmental-policies>

V. Mentoring

The Chair will designate experienced faculty to mentor professional track instructional faculty below the level of principal lecturer. Senior and principal lecturers are expected to serve as mentors to less experienced colleagues. Mentors will advise on conduct of teaching and support professional development. Mentors will provide frank and honest guidance regarding progress toward fulfilling the department'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. If faculty members feel they are not being mentored, they should meet with the Chair or her designee to discuss. If the designee is their mentor, they should meet with the Chair.

VI. Professional Development

Professional development opportunities for instructional faculty will be supported by the Economics Department to the extent possible. Instructional faculty are encouraged to avail themselves of opportunities presented by the Teaching and Learning Transformation Center on campus. Full-time professional track instructional faculty are eligible for financial support for attending professional conferences when funds permit.

VII. Performance Evaluation

- A. Performance evaluations will be based on teaching assignments and any other responsibilities assigned to support the department's educational activities specified in the individual's appointment contract. The standards used to evaluate the teaching of professional track instructional faculty will be the same as those used to evaluate tenure-track faculty. Results of students' course evaluations will be tabulated each semester, and peer evaluations will be conducted at least every other year. Professional track instructional faculty will be consulted in advance as to when peer evaluations will take place. Individuals with weak results in either

student or peer evaluations will be provided guidance on a professional development plan. Evaluation of other responsibilities will be conducted by the faculty's supervisor or a designee of the Chair. Evaluations and, if appropriate, development plans will be kept on record in a personnel file and consulted when making decisions about promotion, salary adjustments, and contract renewals.

- B. Professional track instructional faculty are eligible for any teaching awards or recognition from the Department. No distinction is made between tenure-line faculty and professional track faculty in this regard. The Department gladly nominates or supports nomination of professional track faculty for awards and fellowships sponsored by the College and the University.
- C. Professional track instructional faculty are strongly encouraged to develop a teaching portfolio early in their careers and build it over time if they want to be considered for promotion; more information is available at <http://tltc.umd.edu/teaching-portfolio-workshops-retreats>. Teaching portfolios should include results of any evaluations and assessments the instructor designs and implements for individual courses they teach; this information will supplement the university-administered course evaluations.

VIII. Re-appointment

Re-appointment decisions will depend on performance evaluations, projected demand for instruction in specific courses, and availability of funds. Decisions will be made in advance of extant contract's expiration. Length of term for re-appointments of assistant and junior lecturers is limited to one year maximum and six years total for junior lecturers. Re-appointments for lecturers, senior lecturers and principal lecturers can be up to 3 years in duration and are not restricted in total duration. For multiple year appointments, specific course assignments may differ in later years from what is specified in the appointment contract for the first year.

IX. Compensation

Salaries for initial appointments and subsequent re-appointments of professional track instructional faculty depend on market-specific factors, University policies, and availability of funds. Professional track instructional faculty are eligible for merit increases and/or cost-of-living adjustments as allowed by the University. Determination of merit increases is based on recent performance evaluations and a comparative assessment within ranks and performed by the Chair in conjunction with the relevant supervisor.

X. Promotion

- A. Eligibility for promotion from lecturer to senior lecturer and from senior lecturer to principal lecturer requires a minimum of 5 years full time service in the lower rank. Eligibility for promotion from assistant lecturer to junior lecturer and from junior lecturer to lecturer requires completion of the minimum graduate degree specified in paragraph A of section I in this policy.
- B. Professional track instructional faculty can request consideration for promotion following the timeline indicated below. If approved, promotions are effective the start of the following fiscal year.

- C. The candidate writes a letter to the Chair formally requesting consideration for promotion to the next level by the first day of the fall semester. This letter should outline the reasons why the candidate believes he/she should be promoted, referencing both their specific contract assignments and expectations as well as the promotion criteria outlined in Section I.A. of this document. The following materials will accompany the letter:
- i. An up-to-date and signed CV
 - ii. A teaching portfolio documenting the candidate's performance and contributions to economics education (See at <http://tltc.umd.edu/teaching-portfolio-workshops-retreats> for additional guidance.)
- D. The Chair will form a review committee of three members including at a minimum: the candidate's supervisor; one associate or full economics professor (for promotion to senior) or one full professor (for promotion to principal); and one other professional track instructional faculty member above the rank sought. Each member of the committee has full voting rights, including the professional track instructional faculty member. Decisions on promotion will be based on the candidate's contractual assignments and expectations, the promotion criteria, and the reviewee's performance in meeting the criteria. The committee will produce a summary report based on their evaluation.
- E. The candidate's supervisor 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 the first day of the spring semester.
- F. 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 or the candidate for clarification and/or additional information.
- G. If the both the Chair and the Committee support promotion, the Chair writes a letter recommending the promotion and sends the package to the Dean's Office no later than the day before the University's Spring Break begins. If the Chair does not support promotion, but the Committee did, the package with the Chair's letter is nonetheless sent to the Dean's Office. If both the Chair and the Committee did not recommend promotion, the Chair notifies the candidate in writing no later than the day before the University's Spring Break begins, and the candidate is not promoted at this time.
- H. In the case of a negative outcome at the department level, the candidate's contract can be renewed at the existing title, and the candidate can request promotion in future years. Alternatively, the candidate can appeal the decision in writing to the Associate Dean of the College of Behavioral and Social Sciences who handles faculty affairs; such appeal must be submitted before April 1st or the following business day. The appellant must explain why s/he believes that (a) the procedure described above was not followed correctly, or (b) the criteria used for evaluation were inadequate or improper.
- I. If a negative outcome is reached at the college level, the Dean will notify the candidate in

writing. In the case of a negative outcome at the college level, the candidate's contract can be renewed at the existing title, and the candidate can request promotion in future years. If a positive outcome is reached at the college level, the Dean will inform the Chair in writing, who will inform the candidate in writing of the outcome of the promotion request and any associated increase in salary. 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.

XI. Governance

Professional track instructional faculty will have voting representation on departmental committees responsible for the creation, adoption, and revision of unit-level policies and procedures related to appointment, evaluation, and promotion of professional track instructional faculty.

XII. Grievance

As established by the [University of Maryland's Policy II-1.00 \(F\)](#), salaried professional track instructional faculty have full access to the faculty grievance procedure described in that policy. Grievances may include the non-renewal of a contract.