

JPSM Professional Track Faculty

Junior Lecturer, Lecturer,
Senior Lecturer, and Principle Lecturer

- 1) Candidates should request consideration for promotion in a letter to the JPSM Director by November 1.
- 2) Accompanying the request, the candidate should include the following materials:
 - An up-to-date, signed CV in the campus standard format: faculty.umd.edu/policies/currvit.html
 - Copies of relevant evaluation materials (student evaluation, syllabi, exams, learning outcome assessments etc.).
 - A statement describing the candidate's research, teaching, and professional development.
- 3) The Director will appoint an evaluation committee of three members of the JPSM faculty (that will include both regular and professional track members) at or above the rank sought. In cases of joint appointments with other University of Maryland departments, the committee will also include a member of that department. The committee, each member of which will have a vote, will evaluate all the materials provided and produce a summary report including its recommendation. Junior Lecturer, Lecturer, Senior Lecturer, and Principal Lecturer's primary duties are teaching related activities with secondary duties in research, mentoring, administration, or professional service. For promotion to Senior Lecturer or Senior Faculty Specialist positions the committee should collect at least one and may collect up to three reference letters from individuals either employed by the University or external who are qualified to speak to the candidate's qualifications and accomplishments. For promotion to Principal Lecturer, Principal Faculty Specialist, the committee must get three letters from individuals outside the University. When letters are requested, an effort must be made to solicit at least one letter from a reference suggested by the candidate. Promotion to Senior and Principal ranks requires faculty to show promise or excel in at least two domains (i.e. teaching and either service or research). Promotion decisions will not be determined in relation to unit-wide quotas.
- 4) The committee will present its report to the Director by January 1, who will circulate it for a vote to all members of the JPSM faculty at or above the rank sought (both regular and professional track).
- 5) The Director will review the candidate's materials, the committee report, and the faculty vote. If the Director supports the promotion, by March 1 the Director will write a letter recommending the promotion and send it, the Committee's Report, and the faculty vote tally to the Dean's Office. If the Director does not support the promotion, by March 1 the Director will write a letter recommending against the promotion and send it, the Committee's Report, and the faculty vote tally to the Dean's Office, which will make the final decision. Written notification of the outcome will be provided by the Dean's Office to the candidate by April 1.
- 6) A negative outcome does not preclude renewal of the existing appointment.

- 7) In case of a negative outcome, the candidate can file an appeal by letter to the JPSM Director, no later than May 1, describing how either (a) the procedure described above was not followed correctly or (b) the criteria used for evaluation were inadequate or improper. Appeals will be decided by a majority vote of the JPSM faculty at or above the rank sought (both regular and professional track) who were not members of the evaluation committee. By June 15 the Director will send a letter to the candidate conveying the outcome of the vote, which will be final.
- 8) All promotions will be reviewed and approved by the College. Appointments and promotions at or above the Senior Lecturer level will be reviewed and approved by the College. Appointments at the Principal Lecturer level will also be reviewed and approved by the Provost, and the Provost may choose to institute additional university-level review as deemed necessary to ensure fair and equitable processes and procedures are successfully implemented.
- 9) Promotions cannot be rescinded.
- 10) There are no expectations about length of time in rank for professional track faculty.
- 11) Junior and Lecturer appointments are typically one to three years and are renewable. Appointments to Senior Lecturer are typically one to five years and are renewable. Principal Lecturer appointments are typically made as five-year contracts and are renewable.
- 12) The JPSM Director will insure that all professional track faculty appointments receive a copy of the College's evaluation and promotion policy during their first term and be assigned a faculty mentor. Mentors shall be available for consultation on matters of professional development and meet with their mentees at least once a term.
- 13) The College will use the online contract management system to insure 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 professional track faculty policies and professional resources.
- 14) Each year the College will determine minimum salary increases for promotions of professional track faculty.
- 15) Professional track faculty will be covered by JPSM's merit pay policy.
- 16) Professional track faculty are eligible to be nominated for all JPSM awards.
- 17) The procedures specified above will also apply to candidates for initial appointment to professional track faculty with two exceptions: such appointments may be considered at any time (thus the deadlines above do not apply) and candidates will have no right to appeal a decision.
- 18) Professional track faculty will have voting representation on JPSM committees that are tasked with creating, revising, or adopting the policies described in this document.