

**Department of Communication**  
**Policy on Appointments, Promotion, Periodic Review, and Mentoring of Professional**  
**Track (PTK) Faculty**  
**Adopted, 2017; Revised/Amended, 2023**

**Article I. Appointments**

**Section 1.01 Appointment Titles and Minimum Qualifications**

- (a) All new appointment titles will be consistent with II-1.00(A) *University of Maryland Policy & Procedures on Appointment, Promotion, and Tenure of Faculty*. The specific faculty appointment title will reflect the appointee's principal efforts, as indicated by the workload, duties, and expectations specified in the appointment contract.
- (b) The title Lecturer will ordinarily be used to designate appointments of persons who are teaching for a limited time or part-time. The normal requirement is a Master's degree in the field of instruction or a related field, and/or equivalent professional experience in the field of instruction. Appointments to this rank are typically one to three years and are renewable. In addition to having the minimum qualifications of a Lecturer, Senior Lecturer appointees 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. Appointments to this rank are typically one to five years and are renewable. In addition to the minimum qualifications required of a Senior Lecturer, Principal Lecturer appointees shall have an exemplary teaching record over at least five years of full-time instruction or its equivalent as a Senior Lecturer (or similar appointment at another institution) and/or the equivalent of five 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.
- (c) The title of Assistant Clinical Professor will be used for those with a terminal professional degree in the field, with training and experience in an area of specialization. There must be clear evidence of a high level of ability in clinical practice and teaching in the departmental field, and the potential for clinical and teaching excellence in a subdivision of this field. The appointee shall also have demonstrated scholarly and/or administrative ability. Those in the rank of Assistant Clinical Professor for five years or its equivalent as an Assistant Clinical Professor (or similar appointment at another institution) are eligible for promotion to the rank of Associate Clinical Professor. Candidates can also be hired into this rank if they meet required qualifications. In addition to the qualifications required of an Assistant Clinical Professor, the appointee shall ordinarily have had extensive successful experience in clinical or professional practice in a field of specialization, or in a subdivision of the departmental field, and in working with and/or directing others (such as professionals, faculty members, graduate students, fellows, and residents or interns) in clinical activities in the field. The appointee must also have demonstrated superior teaching ability and scholarly or administrative accomplishments. Those in the rank of Associate Clinical Professor for five years or its equivalent as an Associate Clinical Professor (or similar appointment at another institution) are eligible for promotion to Clinical Professor. Candidates can also be hired into this rank if they meet the qualifications. In addition to the qualifications required of an Associate Clinical Professor, the appointee shall have demonstrated a degree of excellence in clinical practice and teaching sufficient to establish an outstanding regional and national reputation among colleagues. The appointee shall also have demonstrated extraordinary scholarly

competence and leadership in the profession.

- (d) The Department of Communication Policy on Appointments, Promotion, Periodic Review, and Mentoring of PTK Faculty will be provided to each faculty member in the unit, including new appointees. The document and other relevant unit policies and procedures will also be available on the departmental website.

### **Section 1.02 Appointment Contracts**

- (a) All PTK appointment agreements, including contract renewals and promotions, will be created in the online contract system available through the Office of Faculty Affairs.
- (b) Contracts will be issued by the Department Chair.
- (c) Initial contracts for part-time PTK Faculty at any tier shall be for a period of one semester, but subsequent contracts may be for longer periods not to exceed three years.
- (d) The expected length for an initial full-time appointment at the entry-tier level (e.g., Lecturer) is one academic year, but subsequent contracts may be for longer periods not to exceed three years.

## **Article II. PTK Promotions**

### **Section 2.01 Promotion Criteria**

- (a) The PTK Promotion Committee will be charged to consider candidates within the context of the expectations specified in the appointment contract and in the department's criteria for promotion.
- (b) Promotion criteria to Senior Lecturer for the Department of Communication are: normally, ten consecutive semesters of exemplary full-time teaching (or its equivalent) and a consistent level of service to the department, university, and/or discipline during that period. The candidate may also present evidence of exemplary creative work and/or research.
- (c) Promotion criteria to Principal Lecturer for the Department of Communication are: normally, ten consecutive semesters of exemplary full-time teaching (or its equivalent) as a Senior Lecturer; exemplary creative work and/or research; consistent level of service to the department, university, and/or discipline during that period.
- (d) Evidence of exemplary teaching should be documented through the mandatory elements of the dossier. See Section 2.03.

### **Section 2.02 Review Process**

- (a) New appointments and promotions will originate within the Department of Communication.
- (b) With a positive recommendation from the PTK Promotion Committee (see Section 2.04) or the Department Chair, the dossier will be forwarded on to the College Appointments, Promotion, and Tenure committee.
- (c) If neither the PTK Promotion Committee nor the Department Chair make a positive recommendation

for promotion, the case will be closed with no further review.

- (d) Review committees shall be charged to consider candidates within the context of the expectations specified in the appointment contract and in the unit's criteria for promotion.

### **Section 2.03 Elements of the Promotion Dossier**

- (a) Mandatory elements of the promotion dossier are:
  1. Current *curriculum vitae* in the University's required format, signed and dated.
  2. Personal statement: signed and dated statement of not more than 500 words, addressed to the review committee that effectively evidences and explains how the candidate has met the criteria for the rank to which they are applying.
  3. At least two signed and dated peer teaching observations conducted within the past five academic years. Peer teaching observations should be written by a faculty member who has achieved the rank of at least Senior Lecturer, Associate Clinical Professor, or Associate Professor.
  4. Teaching portfolio: A teaching portfolio that presents evidence of exemplary instruction at the University of Maryland. The teaching portfolio should be selective, not comprehensive, and therefore should be kept to 50 or fewer pages. The portfolio must include the following:
    - a. Statement of teaching philosophy that both reflects on past teaching practices and goals and also explains efforts to improve and innovate teaching, signed and dated.
    - b. Selected syllabi that show the candidate's particular approach to one or more courses and to helping students achieve the learning outcomes for the course.
  5. In addition, the teaching portfolio may include one or more of the following:
    - a. Innovative assignments or student activities.
    - b. Selected student papers with instructor commentary.
    - c. Comments/letters from students within the last five years, or the candidate's critical self-reflection on their own teaching evaluations.
    - d. List of all courses taught.
  6. Course evaluations: Copies of full individual course evaluation results for courses taught at the University of Maryland for the most recent two academic years and a table presenting quantitative data for all courses taught at the University of Maryland for the past five years (e.g., from Tableau or the Activity Report). Evaluations are not required for courses taught more than five years ago, even if they are used to meet the teaching experience requirement.

### **Section 2.04 PTK Promotion Committees**

- (a) The Department of Communication PTK Promotion Committee will consist of three faculty members, one of which must be a PTK faculty member and one of which must be a tenured/tenure-track faculty member.
- (b) The function of the Department of Communication PTK Promotion Committee is to implement the provisions of this Policy.
- (c) PTK faculty within the Department at the same or higher rank than the one being sought will be eligible to serve on the Department PTK Promotion Committee. In cases in which the Department has no eligible PTK faculty members to serve, the Chair, in consultation with the Dean, may appoint PTK faculty representatives from another ARHU unit.
- (d) The Chair of the Department of Communication will appoint members to the Department PTK

Promotion Committee. The Chair will take into consideration gender and ethnic diversity.

- (e) Committee members are appointed to a one-year term and may be reappointed for one successive year by the Chair.
- (f) The committee will elect a chair from among the committee members. The chair will preside over committee deliberations.

### **Section 2.05 Committee Deliberations**

- (a) In accordance with the standing policies on the promotion of professional track faculty, the PTK committee will deliberate in confidence and then make written recommendations to the Department Chair on all cases of promotion to Principal Lecturer, Research Professor, and equivalent PTK ranks.
- (b) A nonbinding straw poll may be taken by voice, a show of hands, or paper ballots. Secret paper ballots must be used for all binding votes. Absentee and proxy balloting are not permitted. All votes, abstentions, and absences are recorded and transmitted, as required by University policy.

### **Section 2.06 Timelines and Meetings**

- (a) Candidates for promotion will submit their dossiers to the PTK Promotion Committee by October 1. By the end of October, the PTK Promotion Committee will provide their assessments of the candidates to the Department Chair.
- (b) The committee will meet monthly in the fall semester and as needed thereafter, conducting business in a manner consistent with II-1.00 (A) *University of Maryland Policy and Procedures on Appointment, Promotion, and Tenure of Faculty* and accompanying guidelines; UMD guidelines for the appointment, evaluation, and promotion of professional track faculty; and the *ARHU Plan on Appointments, Promotion, Periodic Review, and Mentoring of Professional Track Faculty*.
- (c) All committee members are expected to attend all meetings. Accommodations, as necessary, will be made for unforeseen absences.

### **Section 2.07 Notifications and Appeals**

- (a) A faculty member will be notified in writing of the outcome of the Department of Communication PTK Promotion Committee's deliberations, in accordance with the timeline established by Campus policy and guidelines.
- (b) Upon final notification from the President or Provost, the faculty member may appeal a negative decision based on alleged violations of procedural due process that would have had a material effect on the decision. All appeals shall be handled according to the procedures established by the Office of Faculty Affairs and shall be initiated within the period defined in those procedures.
- (c) In the case of a negative decision, the contractual terms of the existing appointment remain unchanged. A PTK faculty member who withdraws from consideration prior to final notification from the President or Provost or who is denied promotion may be reconsidered for promotion at a future time without prejudice.

### **Section 2.08 Permanence of Promotions**

- (a) A promotion in PTK rank within any PTK ladder cannot be rescinded by the unit or College.

### **Article III. Periodic Review of PTK Policy and Faculty**

#### **Section 3.01**

Department policy on PTK faculty appointments, promotion, periodic review, and mentoring including the structure and function of the review committees, will be reviewed when any of the following conditions is met: 1) a change in System or University policy mandates adjustments at the College level; 2) a periodic review of the College Plan of Organization; 3) the Dean deems it necessary; or (4) the Department Chair deems it necessary.

#### **Section 3.02**

During a review, the Department Chair may commission an ad hoc committee or task force to examine policies and procedures on PTK promotion and periodic review in the Department, charging the ad hoc committee or task force to make recommendations as appropriate.

#### **Section 3.03**

PTK faculty with long-term contracts (e.g., three years or longer) are subject to a comprehensive performance review at intervals no greater than five years. Periodic review shall consider instruction and advisement, research and creativity, performance and exhibition, outreach, administration and service as appropriate to the terms of appointment.

#### **Section 3.04**

Periodic reviews may be considered in contract renewals, step increases (if applicable), merit pay, and eligibility for promotion.

#### **Section 3.05**

The periodic review of PTK faculty will include professional track faculty as peer evaluators. Peer evaluation may include the observation and assessment of instruction, research, creative work, and/or administration and service.

#### **Section 3.06**

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 the Plan 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.

### **Article IV. Equity**

#### **Section 4.01**

The Department Chair is responsible for equity and fairness in PTK appointments, promotion, and periodic review at the unit level.

## **Article V. PTK Mentoring and Faculty Development**

### **Section 5.01**

The PTK Promotion Committee within the Department of Communication will offer an annual orientation for PTK faculty. This orientation will cover an introduction to the department for new faculty and an introduction to the Department Policy on Appointments, Promotion, Periodic Review, and Mentoring of Professional Track (PTK) Faculty. In addition, the PTK Promotion Committee will offer regular mentoring workshops for PTK faculty to support professional development and promotion. In addition, Senior Lecturers will mentor Lecturers and Principal Lecturers will mentor Senior Lecturers.

## **Article VI. Transitional Provisions and Phased Implementation**

### **Section 6.01**

The Department of Communication will implement the Senior Lecturer and Principal Lecturer mentoring program by August 2019.

## **Article VII. Exceptions, Amendments, and Revisions**

### **Section 7.01**

Exceptions to these rules require the endorsement of the Department Chair and approval of the Dean of the College of Arts and Humanities.

### **Section 7.02**

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