

1 APPOINTMENT, EVALUATION AND PROMOTION (AEP) POLICIES OF PROFESSIONAL  
2 TRACK FACULTY

3 Department of Mechanical Engineering

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

7

8 **I. ME-Level Policies that Apply to Appointment, Evaluation, and Promotion at All Ranks**

9 **A. Contracts for Professional Track Faculty**

10 When issuing contracts to PTK faculty, the ME will use the online contract management system to ensure  
11 that contracts contain necessary elements, including a clear description of assignments and expectations  
12 associated with the appointment, as well as information on how to access ME PTK faculty policies and  
13 professional resources.

14 **B. Promotion Criteria**

15 Decisions on promotion for PTK faculty should be made based upon the reviewee’s performance,  
16 according to the evaluation criteria described here and in the corresponding ME policy.

17 **C. Voting Eligibility and Outcomes**

18 The tenured faculty members and PTK faculty members whose equivalent ranks are higher than the rank  
19 of an applicant for promotion shall be eligible to participate in the discussion and subsequent voting. A  
20 simple majority of voting members of the committee shall constitute a positive vote outcome.

21 **D. ME Appointment, Evaluation and Promotion Policy**

22 PTK faculty newly hired by the ME department shall be provided with a copy of the appointment,  
23 evaluation and promotion policies and procedures of the ME prior to appointment, which is available  
24 through the ME faculty affairs web site at <http://mefa.umd.edu>

25 **E. Mentoring of Entry Level Professional Track Faculty**

26 Within the first six months of the initial appointment, each entry level PTK faculty will be designated at  
27 least one or more members of the senior faculty, either tenured/tenure-track or PTK faculty, to act as a  
28 mentor. The mentors shall be selected by the appointee, in consultation and agreement with the  
29 Chairperson and the consent of the prospective mentors. Mentors shall encourage, support, and assist  
30 these faculty members and be available for consultation on matters of professional development. Mentors  
31 also need to be frank and honest about the progress toward fulfilling the ME’s criteria for promotion.  
32 Favorable informal assessments and positive comments by mentors are purely advisory to the faculty  
33 member and do not guarantee a favorable promotion decision.

34 **F. Appropriate Use of Titles**

35 The ME department should use faculty titles that are appropriate and correspond to the majority of the  
36 appointee’s effort as defined for each rank and title, as described in this document. The description of the  
37 appointee’s assignments and expectations that is included in the contract should be consistent with the  
38 ME criteria for the proposed rank.

39 **G. Other Considerations**

40 For PTK faculty appointments that do not have maximum terms, as established in UM Guidelines for  
41 Appointment, Evaluation, and Promotion of Professional Track Faculty, a negative decision regarding an  
42 application for promotion does not automatically preclude renewal of the existing PTK appointment.

43 Promotions may not be rescinded, and future appointments shall be to the faculty rank granted through  
44 the promotion process.

45 In the event of a negative decision, the faculty member shall be notified in writing by the ME department  
46 chair.

47 In the event a faculty member holds multiple appointments in different departments in the same PTK title  
48 series, generally, the PTK faculty member should apply for promotion in the department in which he or  
49 she has the greatest % FTE appointment, e.g., the primary unit. Any decision to grant promotion by the

50 primary department must consider evaluative input from the other departments in which the faculty  
51 member holds an appointment, however, the decision to grant promotion lies with the primary  
52 department. Once promoted, the faculty member is entitled to be compensated at the rate of the higher  
53 PTK faculty rank in all of the departments in which he/she holds an appointment.

## 54 **II. Appointments and Promotions of Professional Track Faculty**

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

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

57 To propose an appointment for a Lecturer, a CV, three letters of recommendation and a statement  
58 regarding the candidate's accomplishments shall be submitted to the ME appointment and promotion  
59 committee for professional track faculty (ME APPTK Committee).

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

61 Candidates for promotion from Lecturer to the rank of Senior Lecturer should "have an exemplary  
62 teaching record over the course of at least five years of fulltime instruction or its equivalent as a Lecturer  
63 (or similar appointment at another institution) and shall exhibit promise in developing additional skills in  
64 the areas of research, service, mentoring, or program development." Significant and extended professional  
65 experience may be substituted for instructional experience, provided it is essential to the instructional  
66 envisioned for the appointee. Appointments to the rank of Senior Lecturer are typically one to five years  
67 and are renewable.

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

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

75 "In addition to the qualifications required of the Senior Lecturer, appointees to this rank shall have an  
76 exemplary teaching record over the course of at least 5 years full-time service or its equivalent as a Senior  
77 Lecturer (or similar appointment at another institution) and/or the equivalent of 5 years full-time  
78 professional experience as well as demonstrated excellence in the areas of research, service, mentoring, or  
79 program development." Appointments are typically made as five-year contracts. Appointments for  
80 additional five-year terms can be renewed as early as the third year of any given five-year contract.

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

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

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

89 1. Any existing Lecturer or Senior Lecturer who meets the eligibility criteria may request to be considered  
90 for promotion to the next rank. New appointees must be nominated for appointment by an existing  
91 tenured or professional-track faculty member in the ME department -- typically the individual to whom  
92 the appointee would directly report. In such cases, the nominating letter must accompany the candidate's  
93 dossier.

94 2. The candidate-provided items must include, at minimum, the following items:

95 (a) Curriculum Vita;

96 (b) Professional Statement; and

97 (c) Teaching Portfolio, including a summary of instructional activities, course enrollments, and student  
98 evaluations.

99 3. The ME department must organize and conduct at least one peer evaluation in which another  
100 (professional, tenured, or tenure-track) faculty member observes the candidate in an instructional setting  
101 and provides a concise evaluative summary to be included in the candidate's dossier.

102 4. The ME department must hold a faculty vote on the promotion. Eligible faculty voters must include all  
103 of the ME's instructional professional-track faculty at or above the promotion rank, as well as tenured or  
104 tenure-track faculty at or above the equivalent rank. (i.e., only Associate Professors, Senior Lecturers and  
105 above may vote on promotions to Senior Lecturer; only Professors and Principal Lecturers may vote on  
106 promotions to Principal Lecturer.)

107 5. In addition to the candidate-provided items, the dossier must include, at minimum: (a) Concise  
108 summary of the vote, (b) Letter from the Department Chair. For appointments and promotions to Senior  
109 Lecturer, the final dossier and department recommendation is forwarded to the College for a final  
110 decision by the Dean or designee. For appointments and promotions to Principal Lecturer, the final  
111 dossier and department recommendation is forwarded for consideration by the College APPTK  
112 committee.

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

114 The appointee shall be associated with the faculty of the Department, but shall not be essential to the  
115 development of the Department's program. The titles do not carry tenure. The appointee may be paid or  
116 unpaid. The appointee may be employed outside the University, but shall not hold another paid  
117 appointment at the University of Maryland at College Park. Appointments to these ranks shall not  
118 extend beyond the end of the fiscal year during which the appointment becomes effective and may be  
119 renewed.

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

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

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

130 These titles shall be used to recognize the affiliation of a faculty member with the ME department other  
131 than that to which his or her appointment and salary are formally linked. The nature of the affiliation  
132 shall be specified in writing, and the appointment shall be made upon the recommendation of the  
133 Department's Faculty Assembly, and with the consent of Faculty Assembly. The rank of affiliation shall  
134 be commensurate with the appointee's qualifications. The appointment is made for a term not to exceed  
135 three years and is renewable.

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

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

146 These titles are included under our Temporary Search and Selection Plan. Issues relating to obtaining a  
147 visa or work permit for this position should be coordinated with the Department.

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

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

155 D.1 Criteria for appointment to the Ranks of Assistant Research Professor, Assistant Research Scientist,

156 and Assistant Research Engineer

157 These ranks are “generally parallel to Assistant Professor”, and all three ranks are to be considered  
158 equivalent for the purpose of seniority, privilege, committee representation, service expectation, and  
159 voting eligibility. Appointees should be qualified and competent to direct the work of others (such as  
160 technicians, graduate students, other research personnel). An earned doctoral degree will be a normal  
161 minimum requirement for appointment at these ranks. Appointments to these ranks are typically one to  
162 three years and are renewable.

163 Appointees to the rank of Assistant Research Professor shall have demonstrated superior research ability  
164 and potential for contributing to the educational mission through teaching or service. Appointees to the  
165 rank of Assistant Research Scientist shall have demonstrated superior scientific research ability.  
166 Appointees to the rank of Assistant Research Engineer “shall have a demonstrated record of superior  
167 engineering practice, design, and development.

168 The factors to be considered for the promotion committee report depend on the candidate’s professional  
169 track. In addition to the external letters, the factors to be considered when relevant are outlined below.

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

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

175  
176 D.2 Criteria for promotion to the Ranks of Associate Research Professor, Associate Research Scientist,  
177 and Associate Research Engineer

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

181 Appointees must demonstrate all of the qualifications required of the corresponding assistant research  
182 position, plus the qualifications articulated below. Appointments to these ranks are typically one to five  
183 years and are renewable.

184 Associate Research Professor appointees shall have extensive successful experience in scholarly or  
185 creative endeavors, the ability to propose, develop, and manage major research projects, and proven  
186 contributions to the educational mission through teaching or service. Associate Research Scientist  
187 appointees shall have significant scientific research accomplishments, show promise of continued  
188 productivity, and have the ability to propose, develop, and manage research projects. Associate Research  
189 Engineer appointees “shall have a record of significant engineering achievement, show promise of  
190 continued productivity, and have the ability to propose, develop, and manage engineering projects.

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

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

195 Appointees must demonstrate all of the qualifications required of the corresponding associate research  
196 position, plus the qualifications articulated below. Appointments are typically made as five-year  
197 contracts. Appointments for additional five-year terms can be renewed as early as the third year of any  
198 given five-year contract.

199 Research Professor appointees shall have demonstrated a degree of proficiency sufficient to establish an  
200 excellent reputation among regional and national colleagues. Appointees should have a record of  
201 outstanding scholarly production in research, publications, professional achievements or other  
202 distinguished and creative activity, and exhibit excellence in contributing to the educational mission  
203 through teaching or service. Research Scientist appointees “shall have established a national and, where  
204 appropriate, international reputation for outstanding scientific research. Appointees should provide  
205 tangible evidence of sound scholarly production in research, publications, professional achievements, or  
206 other distinguished and creative activity. Research Engineer appointees shall have established a national  
207 and, where appropriate, international reputation for outstanding engineering practice, design, and  
208 development. Appointees should provide tangible evidence of sound scholarly production in research,

209 publications, professional achievements, or other distinguished and creative activity.

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

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

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

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

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

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

225 3. Research and Scholarship

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

229 b) Presentations and Invited Talks

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

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

233 4. Service

234 a) Department, college, and university service

235 b) Membership and service to relevant professional societies

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

237 d) Interaction with industry and external research organizations

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

239 f) Community outreach

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

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

247 New appointees must be nominated for appointment by an existing tenured or tenure-track faculty  
248 member in the ME department (normally the individual's supervisor or principal investigator), and in  
249 such cases the nominating letter must accompany the candidate's dossier.

250 For Assistant Research faculty ranks, the candidate's dossier should include the candidate's CV, three  
251 letters of recommendations, and a statement regarding the candidate's accomplishments. The decision to  
252 hire is made by the Chair with input from the ME APPTK committee. The Chair will make the final  
253 decision based upon the input and the candidate's resumes.

254 Any existing professional track research faculty member who meets the eligibility criteria may request to  
255 be considered for promotion to the next rank. The ME department must request letters of reference for  
256 the candidate. In order to solicit unbiased and confidential assessments, the request for letters must be  
257 issued by the ME department (not the candidate), and should describe the criteria for the promotion and

258 appointment, and must contain, at minimum, the candidate's CV and Professional Statement. The final  
259 dossier must include 4 letters for Associate Research faculty ranks, and 5 letters for the highest Research  
260 Faculty ranks. For newly appointed research faculty, the nominating letter from a present tenured- or  
261 tenure-track faculty may be substituted for a solicited letter. The letters are to be included in the  
262 candidate's dossier for all future voting and consideration.

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

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

267 (a) Concise summary of the vote

268 (b) Letter from the Department Chair/Director

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

272 For appointments and promotions to Associate Research Faculty ranks, the final dossier and ME  
273 department recommendation is forwarded to the College for a final decision by the Dean or designee.

274 For appointments and promotions to Research (Professor/Scientist/Engineer), the final dossier and ME  
275 department recommendation is forwarded for consideration by the College APPTK committee.

276 **E. Visiting appointments at any rank:**

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

280 **F. Professional Track Faculty with Specialist Roles (Faculty Specialist, Senior Faculty Specialist,  
281 Principal Faculty Specialist):**

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

286 F.1 Criteria for appointment to the rank of Faculty Specialist

287 The appointee shall hold a Bachelor's degree in a relevant area and show potential for excellence in the  
288 administration and/or management of academic or research programs. Faculty Specialists are expected to  
289 engage in activities such as developing curriculum and/or innovative means for delivering curriculum,  
290 supervising the non-research activities of graduate or post-doctoral students, serving as grant writers or  
291 authors of other publications for an academic or research program, conducting specialized research duties  
292 or other such duties that would generate intellectual property to which the faculty member shall retain the  
293 rights. Appointments to this rank are typically one to three years and are renewable.

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

296 F.2 Criteria for appointment or promotion to Senior Faculty Specialist

297 In addition to showing superior ability to administer academic or research programs, as evidenced by  
298 successfully discharging responsibilities such as those of the Faculty Specialist, the appointee shall hold a  
299 Master's degree or have at least 3 years full-time experience as a Faculty Specialist (or similar  
300 appointment at another institution), or its equivalent. Appointments to this rank are typically one to five  
301 years and are renewable.

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

305 F.3 Criteria for appointment or promotion to Principal Faculty Specialist

306 In addition to a proven record of excellence in managing and directing an academic or research program,  
307 the appointee shall hold a Ph.D. or have at least 5 years of full-time experience as a Senior Faculty  
308 Specialist, or its equivalent. Appointments are typically made as five-year contracts. Appointments for

309 additional five-year terms can be renewed as early as the third year of any given five-year contract.

310 Candidates shall have a minimum of a PhD degree and 4 years of professional experience in a related area  
311 or have at least 5 years full-time experience as a Senior Faculty Specialist or equivalent.

312 Unlike tenured and tenure-track faculty, whose performance is evaluated based on their contribution to  
313 research, teaching, and service, the performance of PTK faculty of all Faculty Specialist Ranks should be  
314 evaluated on the primary job responsibilities of the PTK appointment as stated in the individual's offer  
315 letter, appointment agreement and/or job description. Other factors the ME department may want to  
316 consider in reviews of promotion within the Faculty Specialist Ranks may include assessments of the  
317 candidates'

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

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

325 Any candidate who meets the eligibility requirements for promotion may request to be considered. New  
326 appointees at the Senior or Principal Faculty Specialist rank must be nominated for appointment by an  
327 existing tenured or professional-track faculty member in the ME department -- typically the individual to  
328 whom the appointee would directly report. In such cases, the nominating letter must accompany the  
329 candidate's dossier.

330 The promotion dossier must include, at minimum, the following items:

- 331 (a) Curriculum Vita;
- 332 (b) Professional Statement, documenting the candidate's professional activities, administrative, and/or  
333 managerial responsibilities, productivity, creativity, and professional development;
- 334 (c) Nomination letter (for new appointees only); and
- 335 (d) Names and contact information for at least two references. Suggested references could include  
336 constituents served, internal or external professional colleagues, the individual's supervisor or principle  
337 investigator and if relevant, employees who report directly to the candidate.

338 While the candidate may confirm availability and willingness of potential references prior to applying for  
339 promotion, in order to solicit unbiased and confidential assessments, the request for letters must be issued  
340 by the ME department, and should describe the criteria for the promotion and appointment, and must  
341 contain, at minimum, the candidate's CV and professional statement. The final dossier must include at  
342 least 2 letters. The letters are to be included in the candidate's dossier for all future voting and  
343 consideration.

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

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

- 348 (a) Concise summary of the vote or committee decision
- 349 (b) Letter from the Department Chair/Director

350 For appointments and promotions to Senior Faculty Specialist ranks, the final dossier and department  
351 recommendation is forwarded to the College for a final approval by the Dean or designee.

352 For appointments and promotions to Principal Faculty Specialist, the final dossier and department  
353 recommendation is forwarded for consideration by the College APPTK committee.

#### 354 G.5 Faculty Assistant

355 The appointee shall be capable of assisting faculty in any dimension of academic activity and shall have  
356 ability and training adequate to the carrying out of the particular techniques required, the assembling of  
357 data, and the use and care of any specialized apparatus. A baccalaureate degree shall be the minimum

358 requirement. Appointments to this rank are typically for terms of one to three years and are renewable for  
359 up to three years. After three years in rank, appointees who have performed satisfactorily should be  
360 eligible for appointment to an appropriate faculty position or encouraged to apply for a staff position.  
361 Possible faculty-level appointments for those holding the rank of Faculty Assistant could include  
362 Assistant Research Scientist/Engineer/Professor, Lecturer, or Faculty Specialist, as explained below.

363 A PTK faculty may be moved from a Faculty Assistant position to a Faculty Specialist position at any  
364 time, as long as the individual satisfies the above criteria for the Faculty Specialist title or has served  
365 satisfactorily for three years at this title and meets the ME's criteria. This will not be considered a  
366 promotion.

367 Since the Faculty Assistant positions are limited to a three year term, at the end of the term the individual  
368 will either need to be terminated, moved to another Faculty position (such as Faculty Specialist), or  
369 compete for an Exempt position. Anyone with less than a 'Satisfactory' rating from the immediate  
370 supervisor should not be moved to another faculty position.

371

### 372 **III. ME APPTK Committee**

#### 373 **A. Composition of ME APPTK Committee**

374 The ME APPTK Committee shall consist of the Full Professor members of the standing ME APT  
375 Committee, along with at least two and no more than four PTK faculty members, who are at the highest  
376 professional-track rank in their respective categories. The two required PTK members can be at the next-  
377 rank in their respective categories, if the highest rank PTK members are not available.

#### 378 **B. Responsibilities and Activities of ME APPTK Committee**

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

386 2. Creation and Revision of ME APPTK policy: The ME APPTK committee is also responsible creating  
387 and revising the ME APPTK policy.

388 3. Appeals: Any appeals of negative promotion decisions for PTK faculty to the level of Associate  
389 Research Professor/Scientist/Engineer, Associate Clinical Professor, Senior Lecturer, and Senior Faculty  
390 Specialist and higher, are to be considered by the ME APPTK Committee, which will consider and vote  
391 on the appeal and provide a recommendation to the Chair (or designee) for final decision.

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

393 The ME APPTK Committee is responsible for establishing the annual deadlines for professional track  
394 faculty to request consideration for promotion, and these deadlines must be announced to all professional-  
395 track faculty.

396 The ME APPTK Committee will annually organize and arrange the promotion schedule for all  
397 promotions to the ranks of Principal Lecturer, Research Professor, Research Scientist, Research Engineer,  
398 and Principal Faculty Specialist. The deadline for submission of candidate dossiers and supporting  
399 materials will be communicated to the candidate by the ME APPTK committee. The promotion schedule  
400 will be selected to allow sufficient time to complete the review and meet the College-level deadline for  
401 dossier submission.

402 New appointments to the ranks of Principal Lecturer, Research Professor, Research Scientist, Research  
403 Engineer, and Principal Faculty Specialist may be made at any time during the calendar year. The ME  
404 APPTK committee must notify the College of any proposed new appointments to these ranks.